

UNIVERSITY OF ILLINOIS AT CHICAGO – Office of Student Financial Aid

1200 W. Harrison St., M/C 334 - Chicago, IL 60607-7163 - Phone: (312) 996-3126 Document Fax Line: (312) 996-3385

2017-2018 Dependent Verification Worksheet Instructions

Submit documents to OSFA to the address above or Upload through the UIC Student Portal → Finances → Student Self-Service Login for Financial Aid → Requirements.

- (1) The completed Verification Worksheet
- (2) Your and your parent(s)' tax information

***Note that Tax Information is required for both you and your parents and for both tax filers and non-tax filers.*

Additional Notes:

- If you and/or your parent(s) filed an amended tax return, submit a signed copy of the 1040X, the original tax return transcript, and copies of the W-2 form(s)
- If a tax return from a foreign country was filed, submit a copy of the tax return and wage statements filed, and a statement with the figures converted to U.S. dollars.
- *Failure to submit the documents may result in a processing delay or less financial aid*

Complete the VERIFICATION WORKSHEET

- SIGN the form with handwritten (not electronic) signatures
- Answer ALL Questions

2015 Tax Return Filed

You and your parents each must complete one of the following if taxes were filed in 2015:

IRS DATA RETRIEVAL TOOL (DRT)

- Available on previously submitted FAFSA
- Currently no longer available for 2017-2018

OR

IRS TAX RETURN TRANSCRIPT

- Contact the IRS to obtain a 2015 Tax Return Transcript at <https://www.irs.gov/individuals/get-transcript>
- Submit copies of all 2015 W-2 forms

OR

TAX RETURN SUBMITTED TO IRS

- SIGN and submit a copy of the tax return submitted to the IRS
- Submit copies of all 2015 W-2 forms

OR

2015 Non-Tax Filer

You and your parents each must complete one of the following if taxes were not filed in 2015:

VERIFICATION OF NON-FILING LETTER

- Contact the IRS at:
<https://www.irs.gov/individuals/get-transcript>
- Call the IRS local office at 844-545-5640 to pick up letter at 230 S. Dearborn St., Chicago
- Mail or Fax Form 4506-T to the IRS
<https://www.irs.gov/pub/irs-pdf/f4506t.pdf>

OR

SUBMIT A SIGNED STATEMENT

- Type and sign a statement which certifies you did not and were not required to file a 2015 Federal Income Tax Return.
- The statement should list all sources and amounts of 2015 income
- Submit all 2015 W-2 forms and 1099 forms

2017-2018 Dependent Verification Worksheet

Section C – Student and Parent Income Information

1. You and your parents MUST check the method below in which you are providing your official federal tax information to the Office of Student Financial Aid. Please check the appropriate box and submit the requested documents.

You: (Check Only One)

- I have already completed FAFSA IRS Data Retrieval.
- I have attached a 2015 Tax Return Transcript or a **signed** 2015 Tax Return submitted to the IRS and all 2015 W-2 forms.
- I earned income in 2015, but did not file and was not required to file a 2015 federal tax return per IRS regulations. **I have attached all W-2 and 1099 forms for the 2015 income earned and reported below.**

Individual's Name	Name of Employer	Amount of 2015 Income

- I did not earn any income from work in 2015. I did not and was not required to file a 2015 federal tax return per IRS regulations.

Your Parent(s): (Check Only One)

- I/We have already completed FAFSA IRS Data Retrieval.
- I/We have attached a 2015 Tax Return Transcript or a **signed** 2015 Tax Return submitted to the IRS and all 2015 W-2 forms.
- I/We earned income in 2015, but did not and were not required to file a 2015 federal tax return per IRS regulations. **I have attached all W-2 and 1099 forms for the 2015 income earned and reported below.**

Individual's Name	Name of Employer	Amount of 2015 Income

- I/We did not earn any income from work in 2015. I/We did not file and was/were not required to file a 2015 federal tax return per IRS regulations.

2. If your parents are residents of Illinois, **they must submit documentation verifying that they currently reside in IL.** Parents are Illinois Residents and **ONE** of the following residency documentation is attached to this form:

- Parents' Illinois driver's license or State of IL Identification Card
- Parents' Illinois auto registration card
- Parents' 2016 W-2 forms or 1099-Miscellaneous Statement
- Parents' Illinois voter's registration
- Parents' rent or utility bills in the parent's name
- Parents' property tax bill
- Parents' residential lease in parent's name
- Parents do not reside in Illinois

Section D – Student and Parent Signatures

By signing this worksheet, I/we certify that all the information reported on this worksheet is correct to the best of our knowledge. If the UIC Office of Student Financial Aid notices a discrepancy, I/we understand corrections to my FAFSA will be submitted directly to the U.S. Department of Education. Additionally, I/we understand that any such corrections may also warrant an adjustment to any financial aid that has already been offered for the 2017-18 academic year.

Student Signature	Date	Parent's Signature	Date
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IMPORTANT: To avoid a delay in processing, please review to make sure that every question has been answered and that you have provided all additional documents per the instructions. Submit all documents at the same time in person, by fax, via mail at: UIC Office of Student Financial Aid, 1200 W. Harrison St., M/C 334, Chicago, IL 60607-7163, or via UIC Portal upload under Financial Aid Requirements.

ENTER YOUR UIN →

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