

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 Independent 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 spouse's tax information

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

Additional Notes:

- If you and/or your spouse 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 spouse 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 spouse 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-MISC forms

2017-2018 Independent Verification Worksheet

Section C – Student and Spouse Income Information

1. As per the instructions, you have three options in which to provide your official federal tax information for 2015. You only need to provide the tax information via one of the methods indicated. Please check below the method in which you are providing this information to the Office of Student Financial Aid.

- Completed FAFSA IRS Data Retrieval Official IRS 2015 Tax Return Transcript and W-2 – Attached
 Signed 2015 Tax Return submitted to the IRS and W-2 – Attached

2. Indicate below those people who were not required to file a 2015 federal income tax return per the IRS regulations.

- I 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

- My spouse did not file and was not required to file a 2015 federal tax return per IRS regulations.
My spouse has 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

3. If you are an undergraduate student and a resident of Illinois, **you must submit documentation verifying that you have resided in Illinois for 12 continuous full months prior to 8/28/17.**

You are an Illinois Resident and **ONE** of the following residency documentation from 8/27/16-8/27/17 is attached:

- | | |
|---|---|
| <input type="checkbox"/> Valid Illinois driver's license or State of IL Identification Card | <input type="checkbox"/> Illinois auto registration card |
| <input type="checkbox"/> Illinois voter's registration card | <input type="checkbox"/> Property tax bill |
| <input type="checkbox"/> Rent or utility bills in the student's name | <input type="checkbox"/> Illinois high school or college transcript |
| <input type="checkbox"/> Residential lease in student's name | |
| <input type="checkbox"/> You do not reside in Illinois | |

Section D – Student and Spouse 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	Spouse Signature (if married)	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! Signatures cannot be typed or stamped. Must be ink signature.

ENTER YOUR UIN →

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