

# 2016-2017 Independent Verification Worksheet Instructions

(DO NOT SUBMIT unless you have completed ALL three steps below)

## 1. You must complete the attached Independent Verification Worksheet

- All questions must be answered
- Worksheet must be signed and dated

## 2. Submit Proof of Illinois Residency

For undergraduates who are Illinois residents, submit one of the following showing proof you resided in Illinois 12 continuous full months prior to 8/22/2016:

- Valid Driver's License if issued prior to 8/24/2015
- Residential lease with your name – Occupancy prior to 8/24/2015
- Copies of 2014 and 2015 tax returns




## 3. Provide Tax Information for Yourself using A or B

**A**

### IRS Data Retrieval Tool for FAFSA

Available beginning 2-3 weeks after electronically filing 2015 Federal Tax Return.

Certain exclusions apply and if you are unable to use, please see option B.

1. Log onto [www.fafsa.gov](http://www.fafsa.gov)
2. Select "[Make FAFSA Correction](#)"
3. Select Financial Information Tab
4. Answer first two questions accordingly
5. If the  Icon appears answer the next three questions – Proceed to Step 8
6. If the  Icon does not appear 

*You will need to order 2015 IRS Tax Return Transcript(s), see option*

**B**

7. If all answers are "No" you should see LINK TO IRS
8. Enter appropriate FSA ID/password then press LINK TO IRS
9. Press "OK"
10. Exactly as reported on the tax form enter: address, city, state, and zip code
11. Then check "**Transfer My Tax Information into the FAFSA**"
12. Click "**Transfer Now**" button
13. Proceed to the end of FAFSA application then submit
14. Make sure the confirmation page appears after clicking the submit button

**B**

### Contact IRS to Request 2015 IRS Tax Return Transcripts using one of the following:

(All 2015 W-2 and 1099 forms are also required when submitting a Tax Return Transcript)

1. Call 1-800-908-9946
2. Online at <http://www.irs.gov/Individuals/Get-Transcript>
3. Complete and submit form 4506T-EZ to the IRS

**IMPORTANT: Steps 1-3 must be submitted at the same time.**

Make sure to include your UIN on all documents submitted. Failure to submit all the documents as per the instructions will delay processing your file and may result in less financial assistance being available.



## 2016-2017 Independent Verification Worksheet

### Section C – Student and Spouse Income Information – (Continued)

3. In 2014 or 2015, did you, or anyone in your household (those listed in Section B of this form) receive benefits from the Supplemental Nutrition Assistance Program (SNAP)? Please indicate the correct answer below.

Yes  No

4. Looking at those individuals listed in Section B of this form, did you or your spouse (if married) **PAY** child support because of divorce or separation or as a result of a legal requirement in **2015**? Please indicate correct answer below. *If you indicated "YES", you will also need to submit a signed statement by the applicant and spouse (if paid the child support) certifying the following: 1) The amount of child support paid (1/1/2015 through 12/31/2015), 2) The name of the person to whom child support was paid, and 3) The name of the children for whom child support was paid.*

Yes  No

5. List any untaxed income received in 2015 (list yearly amount, not monthly amounts). Please complete chart below:

	<b>Calendar Year 2015 (January 1, 2015 - December 31, 2015)</b> <b>Be sure to enter zero (0) if no funds were received</b>	
<u>Student</u>		<u>Spouse</u>
\$ _____	Payments to tax-deferred pension and savings plans (paid directly or withheld from earnings), including, but not limited to, amounts reported on the W-2 forms in Boxes 12a through 12d, codes D, E, F, G, H and S. <b>Don't include amounts reported in code DD.</b>	\$ _____
\$ _____	Child support <b>RECEIVED</b> for any of your children. <b>Don't include</b> foster care or adoption payments.	\$ _____
\$ _____	Housing, food, and other living allowances paid to members of the military, clergy and others (including cash payments and cash value of benefits). <b>Don't include</b> the value of on-base military housing or the value of a basic military allowance for housing.	\$ _____
\$ _____	Veteran's noneducation benefits, such as Disability, Death Pension, or Dependency & Indemnity Compensation (DIC) and/or VA Educational Work-Study allowances.	\$ _____
\$ _____	Other untaxed income such as workers' compensation, disability, health savings accounts, etc. <b>Don't include</b> extended foster care benefits, student aid, earned income credit, additional child tax credit, welfare payments, untaxed Social Security benefits, Supplemental Security Income, Workforce Investment Act educational benefits, on-base military housing or a military housing allowance, combat pay, benefits from flexible spending arrangements (e.g., cafeteria plans), foreign income exclusion or credit for federal tax on special fuels.	\$ _____
\$ _____	Other money received, or paid on your behalf, not reported elsewhere on this form or your federal income tax return. For example, a friend or relative is helping pay your bills.	\$ _____

### 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 2016-17 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!

ENTER YOUR UIN →

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