2018-2019 Dependent Verification Worksheet Instructions

Failure to submit all documents together may result in a processing delay or less financial aid.

1. Complete the Verification Worksheet and all additional information as requested
2. Submit Tax information or Verify Non-Tax Filing status to OSFA for parent and student

Complete the VERIFICATION WORKSHEET
- SIGN the form with handwritten signatures (no electronic signatures)
- Answer ALL Questions
- Include proof of parents’ IL residency (must be a current document)

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2016 Tax Filers
Parents and Students

IRS DATA RETRIEVAL TOOL (DRT)
(Preferred Method)
- Sign into https://www.fafsa.ed.gov
- Select parent/student finances page
- Select “Link to IRS” and complete steps with IRS
- Data will show as “Transferred from the IRS”

OR

IRS TAX RETURN TRANSCRIPT
- Contact the IRS to obtain a 2016 Tax Return Transcript at https://www.irs.gov/individuals/get-transcript - can take up to 6 weeks to receive
- Submit copies of all 2016 W-2 and 1099 forms

2016 Non-Tax Filer
Parents

VERIFICATION OF NON-FILING LETTER
From the IRS
- Contact the IRS at: https://www.irs.gov/individuals/get-transcript
- Mail or Fax Form 4506-T to the IRS https://www.irs.gov/pub/irs-pdf/f4506t.pdf
- Call the IRS local office at 844-545-5640 to pick up letter at 230 S. Dearborn St., Chicago
- Submit the Verification Letter of Non-Filing received from the IRS
- Submit all 2016 W-2 forms and 1099 forms

2016 Amended Tax Returns

If an individual filed an amended IRS Federal Income Tax Return for tax year 2016, provide:
- 2016 IRS Tax Return Transcript from the IRS and
- A signed copy of the 2016 IRS Form 1040X, “Amended U.S. Individual Income Tax Return,” that was filed with the IRS.
2018-2019 Dependent Verification Worksheet

Section A – Student Information (Please print clearly)

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>M.I.</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Street Address</th>
<th>City</th>
<th>State</th>
<th>Zip Code</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Section B – Family Information (Please read instructions below before completing)

Please list the people in your parent(s)’ household, including:
- yourself (even if you don’t live with your parents) and your parents,
- your parents’ other children if:
  (a) your parents will provide more than half of their support between July 1, 2018 and June 30, 2019, OR
  (b) the children would be required to provide parental information when applying for Federal Student Aid, and
- other people if they now live with your parents, and your parents provide more than half of their support and will continue to provide more than half of their support between July 1, 2018 and June 30, 2019.

Write the names of all household members in the space(s) below. If you need more space, attach a separate sheet. Also, write in the name of the college for any household member listed (excluding your parent(s)), who will be attending college at least half-time between July 1, 2018 and June 30, 2019, in a program that leads to a college degree or certificate.

<table>
<thead>
<tr>
<th>Full Name</th>
<th>Age</th>
<th>Relationship</th>
<th>College</th>
<th>Expected Graduation (Month and Year)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Self</td>
<td>UIC</td>
<td>N/A</td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td>Parent</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td></td>
</tr>
</tbody>
</table>

[Table continues with more rows as needed]
### Section C – Student and Parent Income Information

1. You and your parents MUST check the method below in which you are providing your official 2016 federal tax information to the Office of Student Financial Aid. **Please check the appropriate box** and submit the requested documents. **(Student and Parent should select only one box per column)**

   **2016 TAX FILERS**

<table>
<thead>
<tr>
<th>STUDENT</th>
<th>PARENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. I Already Completed the FAFSA IRS Data Retrieval Tool Process</td>
<td></td>
</tr>
<tr>
<td>B. I have attached my 2016 Tax Return Transcript</td>
<td></td>
</tr>
<tr>
<td>C. I filed a 2016 amended tax return, filed a foreign tax return, or cannot obtain a tax transcript due to IRS Identity Theft. I have provided the necessary documentation per the instructions.</td>
<td></td>
</tr>
</tbody>
</table>

   **2016 NON TAX FILERS**

<table>
<thead>
<tr>
<th>STUDENT</th>
<th>PARENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>D. I did earn income from work in 2016. I did not and was not required to file a 2016 Federal Income Tax Return per the IRS. All income sources/amounts are listed below and 2016 W-2 form(s) and 1099 Misc. forms are attached. Parents must submit a Verification of Non-Filing form from the IRS.</td>
<td></td>
</tr>
<tr>
<td>E. I did not earn any income in 2016. I did not and was not required to file a 2016 Federal Income Tax Return per the IRS. Parents must submit a Verification Letter of Non-Filing from the IRS.</td>
<td></td>
</tr>
</tbody>
</table>

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’ 2017 W-2 forms or 1099-Miscellaneous Statement
   - Parents’ rent or utility bills in the parent’s name
   - 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 2018-19 academic year.

<table>
<thead>
<tr>
<th>Student Signature</th>
<th>Date</th>
<th>Parent’s Signature</th>
<th>Date</th>
</tr>
</thead>
</table>

**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.