University of Illinois Springfield – Office of Financial Assistance

One University Plaza, MS UHB 1015 -- Springfield, Illinois 62703-5407 -- Phone: (217) 206-6724 https://www.uis.edu/cost-aid/financial-aid

2022-2023 Independent Verification Worksheet Instructions

For Priority Processing Submit Form within 15 business days

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) Upload Tax Information or Verification of Non-Filing Status to Enterprise Self-Service Student Requirements under the Financial Aid tab.

2020 TAX FILERS

Student and Spouse

IRS DATA RETRIEVAL TOOL (DRT) (Preferred Method)

- Sign into https://studentaid.gov/h/apply-for-aid/fafsa
- Select spouse/student finances page
- Select "Link to IRS" and complete steps with IRS
- Data will show as "Transferred from the IRS"

OR

SIGNED IRS FEDERAL TAX RETURN

- Submit a <u>signed</u> copy of the 2020 IRS Federal Tax Return including IRS Schedules1, 2, and 3
- Include UIN on all pages of signed tax return

2020 NON-TAX FILERS

Student and Spouse

VERIFICATION OF NON-FILING LETTER From the IRS

 Contact the IRS to request verification of non-filing at: https://www.irs.gov/individuals/get-transcript

<u>OR</u>

 Mail or Fax <u>Form 4506-T</u> to the IRS https://www.irs.gov/pub/irs-pdf/f4506t.pdf

<u>OR</u>

 Call the IRS local office at (217) 993-6783 to pickup letter at 3101 Constitution Drive, Springfield, IL 62704

<u>Then</u>

- Submit the Verification of Non-Filing Letter received from the IRS - include UIN
- Submit all 2020 W-2 and 1099 Forms include UIN

2020 UNUSUAL TAX FILING SITUATIONS

Individuals who fall into one of the IRS Tax categories below must submit the listed information.

AMENDED TAX FILERS:

- Signed copy of the 2020 IRS Federal Tax Return including IRS Schedules 1, 2, and 3 OR complete the IRS Data Retrieval Tool
- A signed copy of the 2020 IRS Form 1040X, "Amended U.S. Individual Income Tax Return," that
 was filed with the IRS

Non-IRS Tax Returns: (Individuals who filed a tax return in a foreign country, Puerto Rico, or U.S. Territory)

- Signed copy of the filed 2020 tax return
- Convert amounts earned to U.S. currency, providing the equivalent to the student and spouse's income from work, Adjusted Gross Income, Income Taxes Paid

IRS IDENTITY THEFT VICTIMS:

- Tax Return Database View (TRDBV) transcript for 2020
- Signed and dated statement (by both student and spouse) indicating the individuals were a victim of IRS tax- related identity theft and the IRS is aware of the tax-related identity theft

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2022-2023 Independent Verification Worksheet

For Priority Processing Submit Form within 15 business days

Section A – Student Information	on (Please print clearly)
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Last Name	First Name	M.I.		Phone Number
Street Address	C	ity	State	Zip Code
		,	ead instructions	below before completing)
Please list the people in (1) Yourself (2) Your Spouse (if marrie (3) Your children, if you wi 2023, (4) Other dependents if: (a) they now live with y (b) you provide more the support between Jensey	od), ill provide more you <u>AND</u> han half of their	than half of their s		
Write in the name of the cobetween July 1, 2022 and	sehold member ollege for any ho I June 30, 202 3	rs as defined above ousehold member s, in a program tha	ve. If you need more listed, who will be a at leads to a college	e space, attach a separate sheet. attending college at least half-time degree/certificate. If the r (UIN) in the box along with UIS
Full Name	Age	Relationship	College	Expected College Graduation (Month and Year)
		Self	UIS	
_				
ENTER YOUR 9-DIGIT U	JIN 🛶			
			- 	

2022-2023 Dependent Verification Worksheet

Section C – Student Income Information

You MUST provide official 2020 federal tax information to the Office of Student Financial Assistance.

- Complete the IRS Data Retrieval Tool (DRT) on the FAFSA application OR
- Upload a copy of the signed 2020 IRS Federal Tax Return including IRS Schedules 1, 2, and 3 sent to the IRS OR
- For those who did not file a 2020 IRS Federal Tax Return, upload a Verification of Non-Filing letter obtained from the IRS and a copy of all W-2/1099 forms if wages were earned.

		should be checked ppropriate box and	ed on this page. I submit the requested docu	ıments.		
2020 TAX F	ILER		nked the IRS Data Retrieval Tool	to the FAFSA		
		I have successfully linked the IRS Data Retrieval Tool to the FAFSA. I have attached a copy of my signed 2020 IRS Federal Tax Return including IRS Schedules 1, 2, and 3 sent to the IRS with the student's UIN on all pages.				
2020 TAX F	<u>ILER</u>	S with special ci				
		I filed a 2020 amended tax return and have submitted (1) a signed 1040X and (2) either have completed the FAFSA IRS Data Retrieval Tool or submitted a copy of my signed 2020 IRS Federal Tax Return including IRS Schedules 1, 2, and 3.				
		I filed a foreign tax return and have submitted that return with the Earnings, AGI, and Taxes Paid translated to US dollars, along with wage statements.				
			script for 2020 and a signed, date	ified the IRS. Attached is the Tax Red statement indicating the IRS is a		
2020 NON-	ΓΑΧ F	ILERS				
	I did earn income from work in 2020, but I did not and was not required to file a 2020 IRS Federal Tax Return per the IRS. All income sources/amounts are listed below. I have attached:					
	 (1) Copies of 2020 W-2 forms/1099 Misc. forms AND (2) Verification of Non-Filing Letter from the IRS 					
	Individual's Name		Name of Employer	Amount of 2020 Income		
		I did not earn income Federal Tax Return p		d was not required to file a 2020 IR	S	

ENTER YOUR UIN

Section D - Student's Spouse's Income Information

You MUST provide official 2020 federal tax information to the Office of Financial Assistance.

- Complete the IRS Data Retrieval Tool on the FAFSA application OR
- (2)Upload a copy of the signed 2020 IRS Federal Tax Return including IRS Schedules 1, 2, and 3 sent to the IRS OR
- (3)For those who did not file a 2020 IRS Federal Tax Return, submit a copy of all W-2/1099 forms if wages were earned.

ONLY one (1) box should be checked on this page.

Please check the appropriate box and submit the requested documents

i lease crieci	k the appropriate box an	a subitili lite requested doct	illellis.		
2020 TAX	FILERS				
	I have successfully	I have successfully linked the IRS Data Retrieval Tool to the FAFSA.			
		opy of my signed 2020 IRS Federa S with my UIN on all pages.	al Tax Return including IRS Schedules 1,	2,	
2020 TAX	FILERS with specia	l circumstances			
	completed the FAFS	I filed a 2020 amended tax return and have submitted (1) a signed 1040X and (2) either have completed the FAFSA IRS Data Retrieval Tool or submitted a copy of my signed 2020 IRS Federal Tax Return including IRS Schedules 1, 2, and 3.			
		eturn and have submitted that retued to US dollars, along with wage			
		script for 2020 and a signed, date	fied the IRS. Attached is the Tax Return d statement indicating the IRS is aware of		
2020 NON-	-TAX FILERS				
	Federal Tax Return I have attached: (1) Copies of 2020 W	om work in 2020, but I did not and Per the IRS. All income sources/ /-2 forms/1099 Misc. forms AND lon-Filing Letter from the IRS	was not required to file a 2020 IRS amounts are listed below.		
	Individual's Name	Name of Employer	Amount of 2020 Income		
	(<u>1 1 :</u> C)	•			

Section E - Student and Spouse Signatures

Federal Tax Return per the IRS.

By signing this worksheet, I/we certify that all the information reported on this worksheet is correct to the best of our knowledge. If Office of Financial Assistance 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 2022-23 academic year.

I did not earn income from wages in 2020. I did not and was not required to file a 2020 IRS

Student Signature Date Spouse's Signature Date

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. Upload all documents to Enterprise Self-Service Student Requirements under the financial aid tab.

ENTER YOUR UIN

