

## 2024-2025 Verification Worksheet

Your application was selected for review in a process called "Verification." In this process, SAIC will compare information from your FAFSA with this worksheet and financial data you must submit. The law requires completion of Verification before awarding and/or disbursing federal aid. If there are differences between your FAFSA application and your verification documentation, electronic corrections to your FAFSA may be required. Contact Student Financial Services at (312) 629-6600 if you have questions.

### INSTRUCTIONS

- o Complete all sections of this worksheet **in full**.
- o If you or your spouse (if married) have filed a 2022 Federal Income Tax Return with the IRS:
  - If you have not already done so, log on to [studentaid.gov/fafsa](https://studentaid.gov/fafsa) and give permission for the Future Act Direct Data Exchange (FA-DDX) to transfer your 2022 tax information to your 2024-25 FAFSA.
  - If you or your spouse was/were not required to file a 2022 Federal Income Tax Return with the IRS:
  - Select either B or C under Spouse's Information on the 2<sup>nd</sup> page of this form.
  - If the spouse had income: attach all 2022 W-2s, 1099s, or other income statements.
  - If the spouse filed a foreign tax return, submit a translated copy of the foreign tax return to SFS.
- o Requested documents **must** be submitted within **30 days** of the initial request to be considered for all available financial aid.
- o Upload requested documents using ShareFile at [saic.edu/sfssharefile](https://saic.edu/sfssharefile) or return them in person to 36 South Wabash, Suite 1200 or mail to School of the Art Institute of Chicago, Student Financial Services, 36 South Wabash, Suite 1200, Chicago, IL 60603.

### A. Student Information

Last Name	First Name	M.I.	Student ID
Address (include apt. no.)		Date of Birth	
City	State	Zip Code	Phone Number (include area code)

### B. Family Information \*If more space is required, attach a separate page.

Full Name		
Write the names of the people in your household in the chart below:		
<ol style="list-style-type: none"> <li>1. Include <b>yourself</b> on the first line.</li> <li>2. Include <b>your spouse</b>, if you are married.</li> <li>3. Include <b>your children or your spouse's children</b>, if you or your spouse will provide <i>more than half</i> of their support between July 1, 2024 and June 30, 2025 even if the children do not live with you.</li> <li>4. Include <b>other dependents</b>, if they now live with you and you or your spouse will continue to provide <i>more than half</i> of their support through June 30, 2025.</li> </ol>		
Age	Relationship to Student	
Write the age of each family member in the chart below.	Write the relationship of each family member to the student in the chart.	
Full Name	Age	Relationship to Student
(EXAMPLE) Missy Jones	18	Sister
		Self

**C. Independent Student's Information (all applicants)** Student Name/ID:

1. Check the box that applies:

- a.  I filed/will file a 2022 Federal IRS Tax Return, Puerto Rican, or Foreign Income Tax Return.
- b.  I was not employed, did not have income, and was not required to file a 2022 Federal IRS Tax Return.
- c.  I was employed and had income, but was not required to file a 2022 Federal IRS Tax Return:
  - **Complete the chart below:** list employer(s) and the amount that was earned in 2022
  - **Attach copies of all 2022 W-2 and 1099 Forms.**

<b>COMPLETE CHART ONLY IF BOX c ABOVE IS CHECKED</b>	Non-Tax Filers with 2022 earnings are federally required to submit a copy of W-2(s) from each employer to SAIC with this form.				
	Name of Employer	Amount Earned in 2022	2022 W-2 and 1099 Forms received from employer?		2022 W-2 and 1099 Forms attached to this Form?
		\$	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>
		\$	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>
	\$	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	

\*If more space is required, attach a separate page.

**Note: If you lost or never received a W-2, contact your employer to request a copy to provide with this form.**

**D. Spouse's Information**

1. Check the box that applies:

- a.  Spouse filed/will file a 2022 Federal IRS Tax Return, Puerto Rican, or Foreign Income Tax Return.
- b.  Spouse was not employed, did not have income, and was not required to file a 2022 Federal IRS Tax Return.
  - If you would have filed taxes outside of the U.S.: attach a letter from the appropriate tax filing authority that you did not file taxes.
- c.  Spouse was employed and had income, but was not required to file a 2022 Federal IRS Tax Return:
  - **Complete the chart below:** list employer(s) and the amount that was earned in 2022
  - **Attach copies of all 2022 W-2 and 1099 Forms.**
  - If you would have filed taxes outside of the U.S.: attach a letter from the appropriate tax filing authority that you did not file taxes.

<b>COMPLETE CHART ONLY IF BOX c ABOVE IS CHECKED</b>	Non-Tax Filers with 2022 earnings are federally required to submit a copy of W-2(s) from each employer to SAIC with this form.				
	Name of Employer	Amount Earned in 2022	2022 W-2 and 1099 Forms received from employer?		2022 W-2, 1099s and Non-Filing Letter attached?
		\$	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>
		\$	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>

\*If more space is required, attach a separate page.

**Note: If you lost or never received a W-2, contact your employer to request a copy to provide with this form.**

**E. Signature. Manually sign with a ballpoint pen or electronically sign with a stylus or finger.**

**\*Forms with typed signatures cannot be accepted and will be returned.**

Each person signing certifies that all the information reported is complete and correct. The student and at least one parent whose information was reported on the 2024-25 FAFSA must sign and date this worksheet.

**Warning: If you purposely give false or misleading information on this worksheet, you may be fined, sentenced to jail, or both.**

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Spouse's Signature: \_\_\_\_\_ Date: \_\_\_\_\_