

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

2018-2019 Health Professions 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 requested by **July 1st**
- (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
- **Complete and Submit by JULY 1, 2018**

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 and Students 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>
- 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 with W-2 forms OR complete the IRS DRT **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 Health Professions Verification Worksheet

Section C – Student and Parent Income Information

You and your parents **MUST** check the method below in which you are providing your official 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

STUDENT

PARENT

- | | | |
|--------------------------|--|--------------------------|
| <input type="checkbox"/> | A. I Already Completed the FAFSA IRS Data Retrieval Tool Process | <input type="checkbox"/> |
| <input type="checkbox"/> | B. I have attached my 2016 Tax Return Transcript | <input type="checkbox"/> |
| <input type="checkbox"/> | 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 (1040X form, foreign return, etc.) | <input type="checkbox"/> |

2016 NON TAX FILERS

STUDENT

PARENT

- | | | |
|--------------------------|---|--------------------------|
| <input type="checkbox"/> | 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. A Verification of Non-Filing Letter from the IRS is attached. | <input type="checkbox"/> |
|--------------------------|---|--------------------------|

Individual's Name	Name of Employer	Amount of 2016 Income

- | | | |
|--------------------------|---|--------------------------|
| <input type="checkbox"/> | 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 regulations. A Verification Letter of Non-Filing from the IRS is attached. | <input type="checkbox"/> |
|--------------------------|---|--------------------------|

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.

Student Signature

Date

Parent'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. **Submit all documents at the same time!**

ENTER YOUR UIN →

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