



2023-2024 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 Verification of Non-Filing Status Letter for parent, student, and spouse
- (3) Include student University ID Number (UIN) on every page

Complete the VERIFICATION WORKSHEET

- SIGN the form with handwritten signatures (no electronic signatures)
- Answer **ALL** Questions
- **Complete and Submit by JULY 1, 2023**

2021 TAX FILERS

Parents, Students, and Spouse

IRS DATA RETRIEVAL TOOL (DRT) (Preferred Method)

- Sign into <https://studentaid.gov/h/apply-for-aid/fafsa>
- Select parent/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 signed copy of the IRS Federal Tax Return including IRS Schedules 1, 2, and 3
- Include UIN on all pages

OR

2021 NON-TAX FILERS

Parents, Students, and Spouse 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 of Non-Filing Letter received from the IRS – include UIN
- Submit all 2021 W-2 forms and 1099 forms

2021 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 2021 IRS Federal Tax Return including Schedules 1, 2, and 3 OR complete the IRS Data Retrieval Tool
- Signed copy of the 2021 IRS Form 1040X, “Amended U.S. Individual Income Tax Return.”

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 2021 tax return
- Convert amounts earned to U.S. currency, providing the equivalent to each parent’s income from work, Adjusted Gross Income, Income Taxes Paid

IRS IDENTITY THEFT VICTIMS:

- Tax Return Database View (TRDBV) transcript for 2021
- Signed and dated statement (by all filers) indicating the individuals were a victim(s) of identity theft and the IRS is aware of the theft.

2023-2024 Health Professions Verification Worksheet

Section C – Parent Income Information

Each parent listed on the FAFSA and in the Household Information section must provide official 2021 federal tax information.

- (1) Complete the IRS Data Retrieval Tool (DRT) on the FAFSA application **OR**
- (2) Submit a copy of the signed IRS Federal Tax Return including IRS Schedules 1, 2, and 3 sent to the IRS **OR**
- (3) Those who did not file a 2021 IRS Federal Tax Return must submit a Verification of Non-Filing letter from the IRS **and** a copy of all W-2/1099 forms if applicable.

Please check the appropriate box and submit the requested documents. ONLY **one** box should be checked on this page.

2021 TAX FILERS

- I have successfully linked the IRS Data Retrieval Tool to the FAFSA.
- I have attached a copy of my signed 2021 IRS Federal Tax Return including IRS Schedules 1, 2, and 3 with the student's UIN on all pages.

2021 TAX FILERS with special circumstances

- I filed a 2021 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 2021 IRS Federal Tax Return including 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.
- I am a victim of tax-related identity theft and have notified the IRS. Attached is the Tax Return Database View Transcript for 2021 and a signed, dated statement indicating the IRS is aware of the identity theft.

2021 NON-TAX FILERS

- I earned income from work in 2021, but I did not and was not required to file an IRS Federal Tax Return. All income sources/amounts are listed below.
******I have attached:**
(1) Copies of 2021 W-2 forms/1099 Misc. forms AND
(2) **Verification of Non-Filing Letter from the IRS**

Individual's Name	Name of Employer	Amount of 2021 Income

- I did not earn income from wages in 2021 and was not required to file an IRS Federal Tax Return.
******A Verification of Non-Filing Letter from the IRS is attached.**

ENTER YOUR UIN →

--	--	--	--	--	--	--	--	--	--

Section D – Student and Spouse Income Information

You and your spouse **MUST** provide official 2021 federal tax information.

- (1) Complete the IRS Data Retrieval Tool on the FAFSA application **OR**
- (2) Submit a copy of the signed 2021 IRS Federal Tax Return including IRS schedules 1, 2, and 3 sent to the IRS **OR**
- (3) For those who did not file a 2021 IRS Federal Tax Return, submit a copy of the Verification of Non-Filing Letter from the IRS and any W-2/1099 forms.

Please check the appropriate box and submit the requested documents. ONLY **one** box should be checked on this page.

2021 TAX FILERS

- I/we have successfully linked the IRS Data Retrieval Tool to the FAFSA.
- I/we have attached our signed 2021 IRS Federal Tax Return(s) including IRS Schedules 1, 2, and 3 with my UIN on all pages.

2021 TAX FILERS with special circumstances

- I/we filed a 2021 amended tax return and have submitted (1) a signed 1040X and (2) either completed the FAFSA IRS Data Retrieval Tool OR submitted a copy the signed 2021 IRS Federal Tax Return including IRS Schedules 1, 2, and 3.
- I/we 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.
- I/we are a victim of identity theft and have notified the IRS. Attached is the Tax Return Database View Transcript for 2021 and a signed, dated statement indicating the IRS is aware of the theft.

2021 NON-TAX FILERS

- I/we earned income in 2021, but did not and was not required to file a 2021 IRS Federal Tax Return. All income sources/amounts are listed below.
******I have attached:**
 (1) Copies of 2021 W-2 forms/1099 Misc. forms AND
 (2) **Verification of Non-Filing Letter from the IRS**

Individual's Name	Name of Employer	Amount of 2021 Income

- I/we did not earn income from wages in 2021 and did not/were not required to file a 2021 IRS Federal Tax Return per the IRS. I **have attached a Verification of Non-Filing letter from the IRS.**

Section E – 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 Student Financial Aid and Scholarships 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 for the 2023-2024 academic year.

Student Signature	Date	Parent's Signature	Date
--------------------------	-------------	---------------------------	-------------

IMPORTANT: To avoid processing delays, answer EVERY question and provide all requested documents. Submit all documents together in person, by fax, via mail at: UIC Student Financial Aid and Scholarships, 1200 W. Harrison St., M/C 334, Chicago, IL 60607-7163, or via UIC Portal upload under Financial Aid Requirements.

ENTER YOUR UIN →

--	--	--	--	--	--	--	--	--	--