




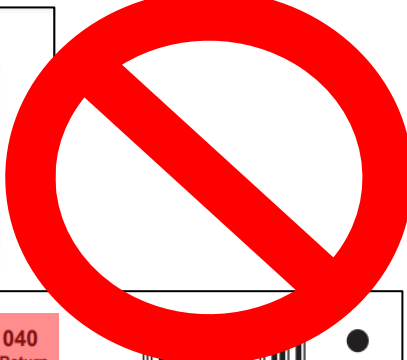
How to Apply for PPO Assist for 2025

1. Locate your 2023 IRS Form 1040 Federal Tax Return.
You will also need your spouse's return if you filed separately.



Form 1040	Department of the Treasury—Internal Revenue Service	2023	OMB No. 1545-0074	IRS Use Only—Do not write on this space.
For the year Jan. 1–Dec. 31, 2023, or other tax year beginning _____, 2023, ending _____, 20		See separate instructions.		
Your first name and middle initial _____		Last name _____		Your social security number _____-_____-____
If joint return, spouse's first name and middle initial _____		Last name _____		Spouse's social security number _____-_____-____
Home address (number and street). If you have a P.O. box, see instructions. _____			Apt. no. _____	Presidential Election Campaign Check here if you, or your spouse if filing jointly, want \$3 to go to this fund. Checking a box below will not change your tax or refund. <input type="checkbox"/> You <input type="checkbox"/> Spouse
City, town, or post office. If you have a foreign address, also complete spaces below. _____		State _____	ZIP code _____	
Foreign country name _____		Foreign province/state/county _____	Foreign postal code _____	
Filing Status <input checked="" type="checkbox"/> Single <input type="checkbox"/> Head of household (HOH)				
Check only one box. <input type="checkbox"/> Married filing jointly (even if only one had income) <input type="checkbox"/> Qualifying surviving spouse (QSS)				
<input type="checkbox"/> Married filing separately (MFS) <input type="checkbox"/> Qualifying surviving spouse (QSS)				
If you checked the MFS box, enter the name of your spouse. If you checked the HOH or QSS box, enter the child's name if the qualifying person is a child but not your dependent: _____				

We do not accept W-2 or State Tax Returns as proof of income.



22222	a Employee's social security number	OMB No. 1545-0008
b Employer identification number (EIN)	1 Wages, tips, other compensation	2 Federal income tax withheld
c Employer's name, address, and ZIP code	3 Social security wages	4 Social security tax withheld
	5 Medicare wages and tips	6 Medicare tax withheld
	7 Social security tips	8 Allocated tips
d Control number	9	10 Dependent care benefits
e Employee's first name and initial _____	Last name _____	
f Employee's address and ZIP code		
15 State _____	Employer's state ID number _____	16 State wages, tips _____

Form W-2 Wage and Tax Statement
Copy 1—For State, City, or Local Tax Department

Do not staple or paper clip.

2023 Ohio IT 1040
Individual Income Tax Return

Use only black ink/UPPERCASE letters. Use whole dollars only. 23000102 Sequence No. 1

AMENDED RETURN - Check here and include Ohio IT RE. NOL CARRYBACK - Check here and include Schedule IT NOL.

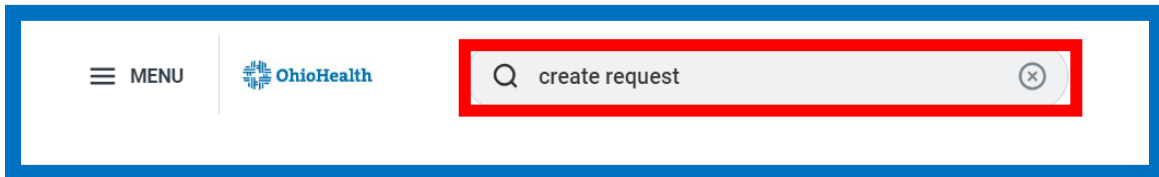
Primary taxpayer's SSN (required) If deceased _____ Spouse's SSN (if filing jointly) If deceased _____ School district # _____

First name _____ M.I. Last name _____

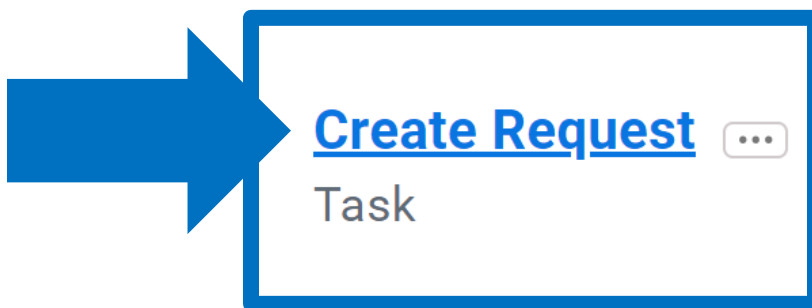
Spouse's first name (if filing jointly) _____ M.I. Last name _____



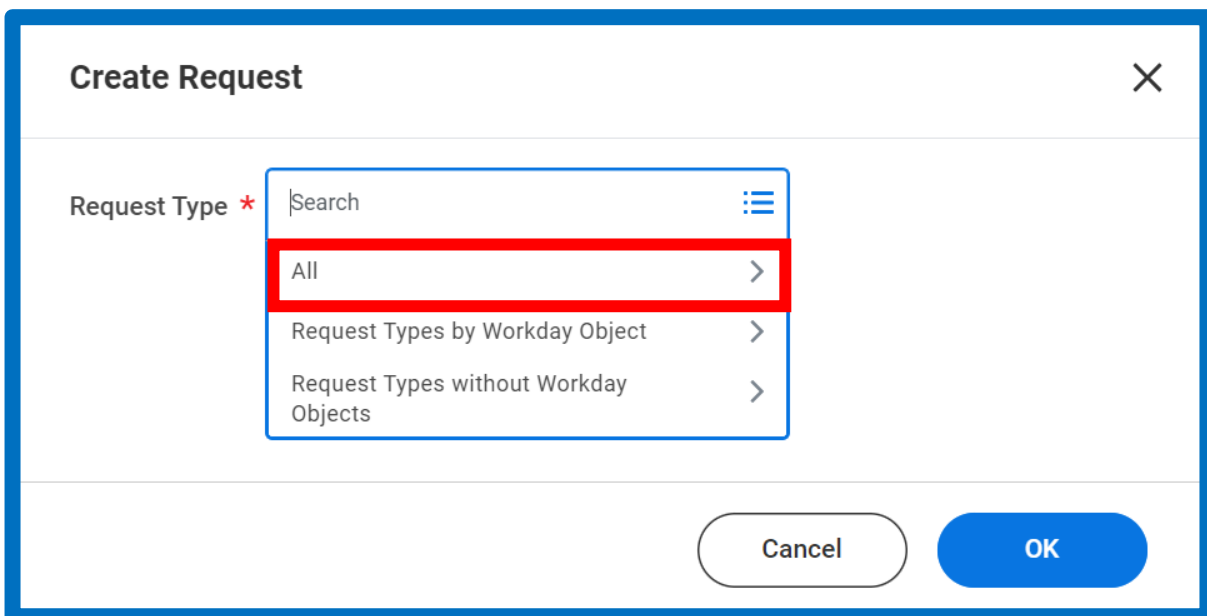
2. Log in to Workday and Search for “Create Request.”



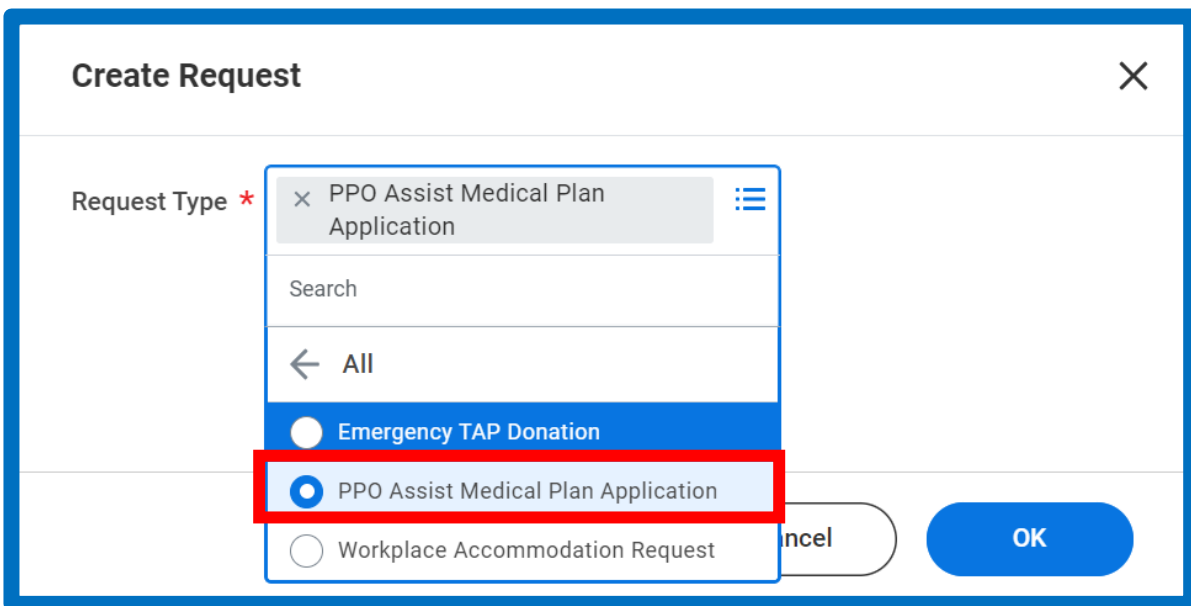
3. Click on the Task to Open the Request



4. Click the Request Type Search Box & Select “All” from the dropdown menu.

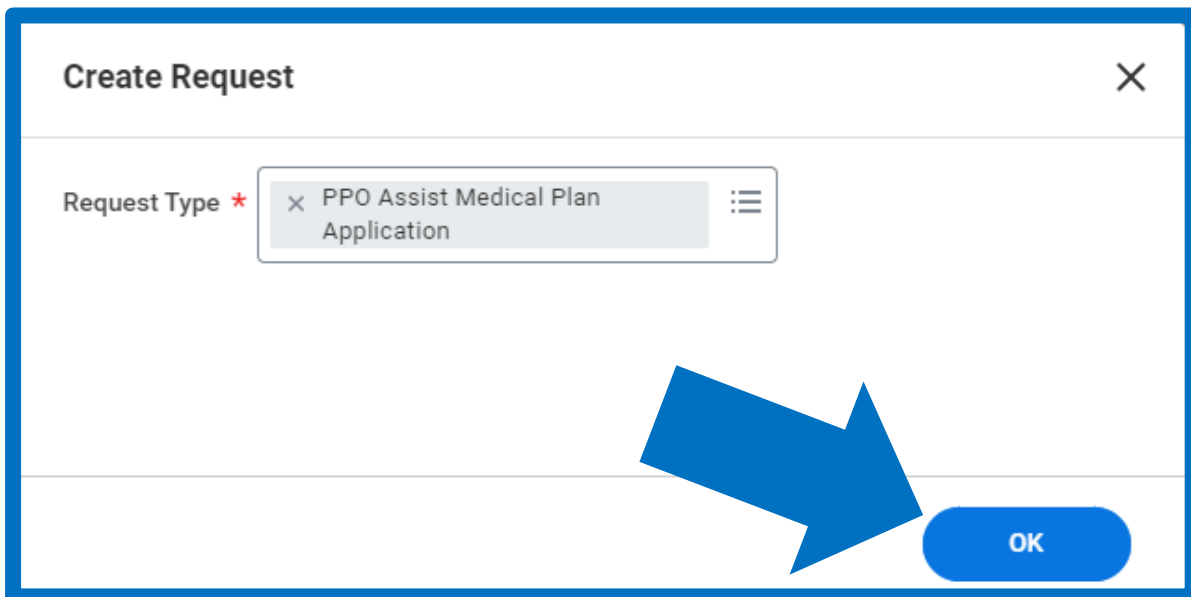


5. Select “PPO Assist Medical Plan Application”



The screenshot shows a 'Create Request' dialog box with a close button (X) in the top right corner. The 'Request Type *' field is open, displaying a dropdown menu. The selected option, 'PPO Assist Medical Plan Application', is highlighted with a red rectangular box. Other options visible in the menu include 'Emergency TAP Donation' and 'Workplace Accommodation Request'. At the bottom of the dialog, there are 'Cancel' and 'OK' buttons.

6. Click “OK”



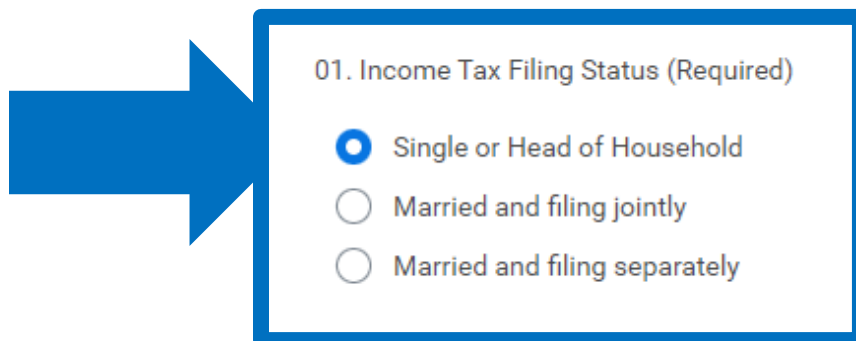
The screenshot shows the 'Create Request' dialog box with the 'Request Type *' field set to 'PPO Assist Medical Plan Application'. A large blue arrow points from the bottom center towards the 'OK' button at the bottom right of the dialog.



7. Read the Program Guidelines to ensure your submission is successful.



8. Select your Income Tax Filing Status. This must match your 2023 IRS Form 1040 Federal Tax Return.





9. Click **Select Files and Upload your 2023 IRS Form 1040 Federal Tax Return(s)**. Remember to include **your spouse's tax return if you filed separately.**

A screenshot of a web interface for uploading a tax return. The title is "Upload Copy of prior year Federal Income Tax Return (Form 1040) (Required)". Below the title is a large dashed-line box containing the text "Drop files here" and "or" in a small circle. Below that is a button labeled "Select files" which is highlighted with a red rectangular border.

10. Click **SUBMIT**. Once your application is reviewed, you'll receive a Workday notification.



NOTE: It can take up to two weeks for your application to be reviewed.

Questions or Need Help Applying?

Contact the HR Resource Center at **(614) 533.8888** or HRRC@OhioHealth.com