

Student's Name: _____ Student's ID Number _____

Dependent Student's Income Information to Be Verified

1. TAX RETURN FILER—**Important Note:** If the student filed, or will file, an amended 2019 IRS tax return, the student must contact the financial aid administrator before completing this section.

Instructions: Complete this section if the student, filed or will file a 2019 income tax return with the IRS. The best way to verify income is by using the IRS Data Retrieval Tool (DRT) that is part of FAFSA on the Web. If the student has not already used the DRT tool, go to FAFSA.ed.gov, log in to the student's FAFSA record, select "Make FAFSA Corrections," and navigate to the financial information section of the form. From there, follow the instructions to determine if the student is eligible to use the IRS DRT to transfer the 2019 IRS income tax information into the student's FAFSA. If you need more information about when, or how to use the IRS DRT contact your financial aid administrator.

Check the box that applies:

- The student has used the IRS Data Retrieval Tool in FAFSA on the Web to retrieve and transfer 2019 IRS income information into the student's FAFSA, either on the initial FAFSA or when making a correction to the FAFSA.
- The student has not yet used the IRS Data Retrieval Tool in FAFSA on the Web, but will use the tool to retrieve and transfer 2019 IRS income information into the student's FAFSA. WPHSON cannot complete the verification process until the IRS information has been transferred into the FAFSA.
- The student is unable or chooses not to use the IRS Data Retrieval Tool in FAFSA on the Web, and the student will submit to the school a **2019 IRS tax return transcript**—not a photocopy of the income tax return.

To obtain an IRS tax return transcript, go to www.irs.gov, click on "Get Transcript by Mail" and then choose to get your transcripts either via online or by mail. The student may also call 1-800-908-9946 to request their transcripts to be mailed.

- Make sure to request the "IRS tax return transcript" and not the "IRS tax account transcript."
- Student will need their social security number, date of birth, and the address on file with the IRS.

- Check here if the student's IRS tax return transcript is attached to this worksheet
- Check here if the student's IRS tax return transcript will be submitted to the student's school later. Verification cannot be completed until the IRS tax return transcript has been submitted to WPHSON.

Verification cannot be completed until the IRS tax return transcript has been submitted to WPHSON.

2. TAX RETURN NONFILERS(ONLY)—complete this section if the student will not file and is not required to file a 2019 income Tax return with the IRS.

Check the box that applies:

- The student was not employed and had no income earned from work in 2019.
- The student was employed in 2019 and has listed below the names of all the student's employers, the amount earned from each employer in 2019. You must attach copies of all 2019 IRS W-2 forms issued to the student by employers. *List every employer even if they did not issue an IRS W-2 form. If more space is needed, attach a separate page with the student's name and Social Security Number at the top.*

Employer's Name	2019 Amount Earned	IRS W-2 Attached?
<i>Suzy's Auto Body Shop (example)</i>	<i>\$2,000.00(example)</i>	<i>Yes(example)</i>

Provide documentation from the IRS or other relevant tax authority dated on or after October 1, 2020 that indicates a 2019 IRS income tax return was not filed with the IRS or other relevant tax authority, or a signed statement certifying that the individual attempted to obtain confirmation of non-filing from the IRS or other relevant tax authority and was unable to obtain the required documentation.

- Check here if confirmation of non-filing is provided.
- Check here if confirmation of non-filing will be provided at a later date.

Verification cannot be completed until the confirmation of non-filing has been submitted to WPHSON.

C. Parent's Income Information to be verified—Note: If two parents were reported in Section B of this worksheet, the instructions and certifications below refer and apply to both parents.

1. TAX RETURN FILERS—**Important Note:** If the student's parent(s), filed or will file, an amended 2019 IRS tax return the student's financial aid administrator must be contacted before completing this section.

Instructions: Complete this section if the parent, filed or will file a 2019 income tax return with the IRS. The best way to verify income is by using the IRS Data Retrieval Tool (DRT) that is part of FAFSA on the Web. If the student's parent(s) has not already used the DRT tool, go to FAFSA.ed.gov, log in to the student's FAFSA record, select "Make FAFSA Corrections," and navigate to the financial information section of the form. From there, follow the instructions to determine if the parent(s) is eligible to use the IRS DRT to transfer the 2019 IRS income tax information into the student's FAFSA. If you need more information about when, or how to use the IRS DRT contact your financial aid administrator.

Check the box that applies:

- The student's parent has used the IRS Data Retrieval Tool in FAFSA on the Web to transfer 2019 IRS income information into the student's FAFSA, either on the initial FAFSA or when making a correction to the FAFSA.
- The student's parent has not yet used the IRS Data Retrieval Tool, but will use the tool to transfer 2019 IRS income information into the student's FAFSA once the parent's IRS tax return has been filed. The student's financial aid administrator cannot complete verification until the parent has transferred IRS information into the student's FAFSA.
- The parent is unable or chooses not to use the IRS Data Retrieval Tool, and the parent will submit to the student's school a copy of the parent's **2019 IRS tax return transcript(s)**—not photocopies of the income tax return.

To obtain an IRS tax return transcript, go to www.irs.gov, click on "Get Transcript by Mail" and then choose to get your transcripts either via online or by mail. The student may also call 1-800-908-9946 to request their transcripts to be mailed.

- Make sure to request the "**IRS tax return transcript**" and not the "IRS tax account transcript."
- Student will need their social security number, date of birth, and the address on file with the IRS
- If the parents are married, and separate 2019 tax returns were filed, 2019 IRS tax return transcripts must be submitted for each parent.

- Check here if the student's parent(s) IRS tax return transcript is attached to this worksheet.
- Check here if the student's parent(s) IRS tax return transcript will be submitted to the student's school later.

Verification cannot be completed until the IRS tax return transcript has been submitted to WPHSON.

2. TAX RETURN NONFILERS—complete this section if the student's parent(s) will not file and is not required to file a 2019 income tax return with the IRS.

Check the box that applies:

- The parent(s) was not employed and had no income earned from work in 2019.
- The parent(s) was employed in 2019 and has listed below the names of all the parent's employers, the amount earned from each employer in 2019. You must attach copies of all 2019 IRS W-2 forms issued to the parent(s) by employer(s). *List every employer even if they did not issue an IRS W-2 form. If more space is needed, attach a separate page with the student's name and Social Security Number at the top.*

Employer's Name	2019 Amount Earned	IRS W-2 Attached?
<i>Suzy's Auto Body Shop (example)</i>	<i>\$2,000.00 (example)</i>	<i>Yes (example)</i>

Provide documentation from the IRS or other relevant tax authority dated on or after October 1, 2020 that indicates a 2019 IRS income tax return was not filed with the IRS or other relevant tax authority, or a signed statement certifying that the individual attempted to obtain confirmation of non-filing from the IRS or other relevant tax authority and was unable to obtain the required documentation.

- Check here if confirmation of student's parent(s) non-filing is provided.
- Check here if confirmation of student's parent(s) non-filing will be provided at a later date.

Verification cannot be completed until the confirmation of non-filing has been submitted to WPHSON.

D. High School Completion Status

Directions: Please check the appropriate boxes and submit a copy of the required document as necessary.

- I have attached a copy of my high school diploma.
- I have attached a copy of my final official high school transcript.
- I have attached a copy of my GED certificate.
- I have attached a copy of my official GED transcript indicating I passed the exam.
- I have attached a copy of a state-authorized high school equivalent certificate.
- I have attached a secondary school completion credential for home school as required by law.
- I have attached a transcript or the equivalent signed by my parent/guardian that lists the secondary school courses completed and states I successfully completed my secondary school education in a home school setting. My home state does not require me to obtain a secondary school completion credential for home school.
- I have attached a copy of my college academic transcript indicating I successfully completed at least a two year program acceptable for full credit toward a bachelor's degree.
- I have attached a copy of the "secondary school leaving certificate" or other similar document from the foreign country in which I received my high school diploma.

Note: Please contact the Financial Aid Office at 412-578-5530 if you are unable to provide one of the documents listed above.

E. Identity Verification and Statement of Educational Purpose

You (the student) must appear in person at the **Financial Aid Office of WPHSON** to verify your identity and present a valid, unexpired government-issued photo identification (ID), such as, but not limited to, a driver's license, other state-issued ID, or passport. The institution will maintain a copy of the photo ID that is annotated with the date it was received and the name of the official authorized to collect your ID.

In addition, you must sign a Statement of Educational Purpose in the presence of the authorized school official stating that you will use your federal student financial assistance for educational purposes only while attending WPHSON during the 2021/2022 award year.

If you are unable to appear in person at WPHSON to verify your identity, you must provide the original Statement of Educational Purpose, which is attached.

F. Certification and Signatures

Each person signing this worksheet certifies that all of the information reported on it is complete and correct.

The student and one parent must sign and date.

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

Student's Signature/ Student's ID Number

Date

Parent's Signature

Date

*Do not mail this worksheet to the U.S. Department of Education.
Submit this worksheet to
West Penn Hospital School of Nursing
Financial Aid Office
You should make a copy of this worksheet for your records.*