

**DATE:** \_\_\_\_\_ **RETURN BY:** \_\_\_\_\_

### A. Independent Student's Information

Student's Last Name	Student's First Name	Student's M.I.	Student's Social Security Number
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Student's Email Address

Student's Home Phone Number (include area code) \_\_\_\_\_ Student's Alternate or Cell Phone Number \_\_\_\_\_

- Yourself.
- Your spouse, if you are married.
- Your children if any, if you will provide more than half of their support from July 1, 2019 through June 30, 2020, or if the children would be required to provide your information if they were completing a FAFSA for 2019-2020. Include children who meet either of these standards, even if they do not live with you.
- Other people if they now live with you and you provide more than half of their support and will continue to provide more than half of their support through June 30, 2020.

[illegible]

**C. Independent Student's Income Information to Be Verified**

1. **TAX RETURN FILERS—Important Note:** If the student filed, or will file, an amended 2017 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 2017 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](http://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 2017 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 2017 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 2017 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 **2017 IRS tax return transcript**—not a photocopy of the income tax return.

To obtain an IRS tax return transcript, go to [www.irs.gov](http://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.

**Check the box that applies:**

- ☐ The student and spouse were not employed and had no income earned from work in 2017.
- ☐ The student and/or spouse were employed in 2017 and have listed below the names of all employers, the amount earned from each employer in 2017, and whether an IRS W-2 form or an equivalent document is provided. [Provide copies of all 2017 IRS W-2 forms issued to the student and spouse by their employers]. List every employer even if the employer did not issue an IRS W-2 form.

If more space is needed, provide a separate page with the student's name and SSN number at the top.

Employer's Name	IRS W-2 or an Equivalent Document Provided?	Annual Amount Earned in 2017
<i>(Example) ABC's Auto Body Shop</i>	<i>Yes</i>	<i>\$4,500.00</i>
Total Amount of Income Earned From Work		\$

Provide documentation from the IRS or other relevant tax authority dated on or after October 1, 2017 that indicates a 2017 IRS income tax return was not filed with the IRS or other relevant tax authority.

- \_\_\_\_ Check here if confirmation of non-filing is provided.
- \_\_\_\_ Check here if confirmation of non-filing will be provided later.

Student's Name: \_\_\_\_\_ SSN: \_\_\_\_\_

**D. Certification and Signatures**

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

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

The student must sign this worksheet. If married, the spouse must also sign this worksheet.

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Spouse'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.***