## 2021-2022 Verification Worksheet Dependent Student (V5)

Your 2021-2022 Free Application for Federal Student Aid (FAFSA) was selected for a process called verification. U.S. Department of Education regulations state that before awarding Federal Student Aid, we must ask you to confirm the information you reported on your FAFSA. To verify that you provided correct information, the Financial Aid Office at WPHSON will compare your FAFSA with the information on this worksheet any other required documents. If there are differences, your FAFSA information may need to be corrected by the Financial Aid Office. You must complete and sign this worksheet, attach any required documents, and submit them to the Financial Aid Office. After review, we may ask for additional information. If you have questions about verification, please contact the Financial Aid Office as soon as possible at your campus so that your financial aid will not be delayed. You may attach additional pages as necessary to this form.

Student's Last Name	Student's First Name	Student's M.I.	Student's ID Number
Student's Email Address			
Student's Home Phone Num	ber (include area code)	Student's Alternate or Cell Phone Number	

## B. Dependent Student's Family Information

A. Dependent Student's Information

List below the people in your parents household. Include:

- Yourself and your parent(s) (including a stepparent) even if you don't live with your parent(s).
- Your parent(s)' other children if your parent(s) will provide more than half of their support from July 1, 2021 through June 30, 2022, or if the other children would be required to provide parental information if they were completing a FAFSA for 2021/2022. Include children who meet either of these standards, even if they do not live with your parent(s).
- Other people if they now live with your parent(s) and your parent(s) provide more than half of their support and will continue to provide more than half of their support through June 30, 2022.

Include the name of the college for any household member, excluding your parent(s), who will be enrolled, at least half time in a degree, diploma, or certificate program at a postsecondary educational institution any time between July 1, 2021, and June 30, 2022. *If more space is needed, attach a separate page with the student's name and Social Security Number at the top.* 

Full Name	Age	Relationship	College	Will be Enrolled at Least Half Time
Missy Jones (example)	18	Sister	Central University	Yes
		Self	WPHSON	

Dependent Student's Income Information to Be Verified		
1. TAX RETURN FILER— <b>Important Note:</b> If the student filed, or will file contact the financial aid administrator before completing this section.	le, an <u>amended</u> 2019 IRS tax r	eturn, the student must
<b>Instructions</b> : Complete this section if the student, <u>filed or will file</u> a 201 income is by using the IRS Data Retrieval Tool (DRT) that is part of FAI DRT tool, go to <u>FAFSA.ed.gov</u> , log in to the student's FAFSA record, so financial information section of the form. From there, follow the instruct DRT to transfer the 2019 IRS income tax information into the student's I how to use the IRS DRT contact your financial aid administrator.	FSA on the Web. If the studen elect "Make FAFSA Correction ions to determine if the studen	t has not already used the ns," and navigate to the t is eligible to use the IRS
Check the box that applies:		
The student <u>has used</u> the IRS Data Retrieval Tool in FAFSA of information into the student's FAFSA, either on the initial FAFSA of		
The student <u>has not yet used</u> the IRS Data Retrieval Tool in F transfer 2019 IRS income information into the student's FAFSA. WI the IRS information has been transferred into the FAFSA.		
The student is <u>unable or chooses not to use</u> the IRS Data Retr submit to the school a <b>2019 IRS tax return transcript</b> —not a photo		
To obtain an IRS tax return transcript, go to <a href="www.IRS.gov">www.IRS.gov</a> , click on transcripts either via online or by mail. The student may also call 1-8  - Make sure to request the "IRS tax return transcript" and  - Student will need their social security number, date of birth	800-908-9946 to request their to not the "IRS tax account trans	cranscripts to be mailed.
☐ Check here if the student's IRS tax return transcript is at ☐ Check here if the student's IRS tax return transcript will cannot be completed until the IRS tax return transcript h	be submitted to the student's	
Verification cannot be completed until the IRS tax return transcript		
2. TAX RETURN NONFILERS(ONLY)—complete this section if the student Tax return with the IRS.		
Check the box that applies:		
	orle in 2010	
The student was not employed and had no income earned from wo The student was employed in 2019 and has listed below the names		a the amount council from
each employer in 2019. You must attach copies of all 2019 IRS W-2 form		
employer even if they did not issue an IRS W-2 form. If more space is nee	· ·	• •
and Social Security Number at the top.		
Employer's Name	2019 Amount Earned	IRS W-2 Attached?
Suzy's Auto Body Shop (example)	\$2,000.00(example)	Yes(example)
Provide documentation from the IRS or other relevant tax authority dated income tax return was not filed with the IRS or other relevant tax authority attempted to obtain confirmation of non-filing from the IRS or other relevant documentation.	ty, or a signed statement certif	ying that the individual
<ul> <li>Check here if confirmation of non-filing is provided.</li> <li>Check here if confirmation of non-filing will be provided at a</li> </ul>	a later date.	
Verification cannot be completed until the confirmation of non-filing		ISON.

Student's Name:\_\_\_\_\_Student's ID Number\_\_\_\_\_

C.	<b>Parent's Income Information to be verified—</b> 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— <b>Important Note:</b> If the student's parent(s), filed or will file, an <u>amended 2019 IRS</u> tax return the student's financial aid administrator must be contacted before completing this section.				
	<b>Instructions</b> : Complete this section if the parent, <u>filed or will file</u> income is by using the IRS Data Retrieval Tool (DRT) that is part already used the DRT tool, go to <u>FAFSA.ed.gov</u> , log in to the studinavigate to the financial information section of the form. From the eligible to use the IRS DRT to transfer the 2019 IRS income tax in information about when, or how to use the IRS DRT contact your	of FAFSA on the Web. If the student's FAFSA record, select "Makere, follow the instructions to deternformation into the student's FAFSA	lent's parent(s) has not e FAFSA Corrections," and mine if the parent(s) is		
	Check the box that applies:				
	The student's parent <u>has used</u> the IRS Data Retrieval T information into the student's FAFSA, either on the initial FA				
	The student's parent <u>has not yet</u> 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 <u>is unable or chooses not to</u> use the IRS Data Retrieval Tool, and the parent will submit to the student's school a copy of the parent's <b>2019 IRS tax return transcript(s)</b> —not photocopies of the income tax return.				
	To obtain an IRS tax return transcript, go to <a href="www.IRS.gov">www.IRS.gov</a> , cl transcripts either via online or by mail. The student may also of a Make sure to request the "IRS tax return transcripthe" - Student will need their social security number, date of a If the parents are married, and separate 2019 tax return submitted for each parent.	call 1-800-908-9946 to request the <b>t</b> " and not the "IRS tax account tra of birth, and the address on file with	ir transcripts to be mailed. nscript." th the IRS		
	<ul><li>☐ Check here if the student's parent(s) IRS tax re</li><li>☐ Check here if the student's parent(s) IRS tax re</li></ul>				
	Verification cannot be completed until the IRS tax return	transcript has been submitted to	WPHSON.		
2.	TAX RETURN NONFILERS—complete this section if the stude income tax return with the IRS.	nt's parent(s) will not file and is no	ot required to file a 2019		
	Check the box that applies:				
	The parent(s) was not employed and had no income ea	rned from work in 2019.			
	The parent(s) was employed in 2019 and has listed bel from each employer in 2019. You must attach copies of all 20 every employer even if they did not issue an IRS W-2 form. If student's name and Social Security Number at the top.	019 IRS W-2 forms issued to the p	arent(s) by employer(s). List		
	Employer's Name	2019 Amount Earned	IRS W-2 Attached?		
	Suzy's Auto Body Shop (example)	\$2,000.00 (example)	Yes (example)		
	Provide documentation from the IRS or other relevant tax authority income tax return was not filed with the IRS or other relevant tax attempted to obtain confirmation of non-filing from the IRS or oth documentation.	authority, or a signed statement cer	rtifying that the individual		
	☐ Check here if confirmation of student's parent(s) non-fili☐ Check here if confirmation of student's parent(s) non-fili☐				

Student's Name:\_\_\_\_\_Student's ID Number\_\_\_\_\_

D. High School Completion Status						
<b>Directions:</b> Please check the appropriate boxes and submi	t 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 tran	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 indic	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 ec	I have attached a copy of a state-authorized high school equivalent certificate.					
I have attached a secondary school completion credential f	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 coin which I received my high school diploma.	ertificate" or other similar document from the foreign country					
<ul> <li>Note: Please contact the Financial Aid Office at 412-578-5530 if above.</li> <li>E. Identity Verification and Statement of Educatio You (the student) must appear in person at the Financial Aid (valid, unexpired government-issued photo identification (ID), statement of the student o</li></ul>	onal Purpose Office of WPHSON to verify your identity and present a					
issued ID, or passport. The institution will maintain a copy of t and the name of the official authorized to collect your ID.						
In addition, you must sign a Statement of Educational Purpose you will use your federal student financial assistance for educa 2021/2022 award year.						
If you are unable to appear in person at WPHSON to verify of Educational Purpose, which is attached.	y your identity, you must provide the original Statement					
F. Certification and Signatures						
Each person signing this worksheet certifies that all of the information reported on it 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 and one parent must sign and date.						
Student's Signature/ Student's ID Number	Date					
Parent's Signature	Date					

Student's Name:\_\_\_\_\_Student's ID Number\_\_\_\_\_

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.