



208 Woodlawn Road  
Wilmington, DE 19803

January 11, 2019

**RE: CHANGE - February 11 Tuition Aid deadline**

Dear Parents:

The 2019/2020 Tuition Aid deadline was moved up so we may mail **award letters by late March** (two months sooner than usual). We will use your 12/31/17 tax return to process your request. You will then send us your 12/31/18 tax return afterwards (by April 30) as a confirmation.

In most cases we already have your 2017 tax return from last year. If so, there is no need to resend it.

The first three (3) Financial Aid documents must be submitted by February 11, 2019. Late applications are considered depending upon the availability of funds. Awards are offered to enrolled students only.

**Four (4) forms are required:**

**Return to:**

- |   |       |
|---|-------|
| • On-line School & Student Services (SSS) by NAIS –<br>Parents' Financial Statement | SSS   |
| • The Pilot School 2019-2020 Financial Aid Request Form                             | Pilot |
| • Full copy of 2017 IRS Tax Return by Feb. 11                                       | Pilot |
| • Full copy of 2018 IRS Tax Return by April 30                                      | Pilot |

**The SSS website is [sss.nais.org/parents](http://sss.nais.org/parents). Pilot School's code is 5784.**

Help from SSS is available at [sss@solutionsbysss.com](mailto:sss@solutionsbysss.com) or by phone at 800.344.8328.

Print, complete, and return the Pilot School form along with your 2017 tax return to the Business Office. Both forms can be found on Pilot's website [www.pilotschool.org](http://www.pilotschool.org) under Admissions/ Tuition & Tuition Aid.

Regards,

John Harrison  
Finance Director  
[jharrison@pilotschool.org](mailto:jharrison@pilotschool.org)

Student's Name \_\_\_\_\_

New \_\_\_\_\_ Renewal \_\_\_\_\_ Received \_\_\_\_\_

## **Pilot Tuition Aid Request Form for 2019-2020**

**CHANGE: Due February 11, 2018**

The primary responsibility for tuition is with the family/ household, both immediate and extended. For separated families, both parents must apply. Funds are limited. Awards are given to enrolled students, based upon qualified need. You must reapply each year.

### **Have you:**

- \_\_\_\_\_ Filed the SSS Parents' Financial Statement at [sss.nais.org/parents](http://sss.nais.org/parents).  
School code 5784.  
Help from SSS is at [sss@solutionsbysss.com](mailto:sss@solutionsbysss.com) or 800.344.8328.
- \_\_\_\_\_ Attached a full copy of your 2017 IRS Income Tax Return, or
- \_\_\_\_\_ Do we already have your 2017 Tax Return?
- \_\_\_\_\_ Attached copies of your **2018 IRS W-2** and 1099/1099R Forms.
- \_\_\_\_\_ Answered questions #6 and 7.
- \_\_\_\_\_ Signed and dated the bottom of page #3.
- \_\_\_\_\_ Completed page #4: IRS Form 4506T-EZ, Short Form Request for Individual Tax Return Transcript.

**Return to:** The Pilot School, 208 Woodlawn Road, Wilmington, DE 19803  
Attention: Business Office/ John Harrison

**Questions?** John Harrison, Finance Director, [jharrison@pilotschool.org](mailto:jharrison@pilotschool.org), or  
(302) 478.1740. [www.pilotschool.org](http://www.pilotschool.org).

1. **Student** \_\_\_\_\_

2. **Any household changes?** Circle one. Yes No If yes, explain:

\_\_\_\_\_

3. **Preferred daytime contact** for questions:

name \_\_\_\_\_ number (\_\_\_\_\_) \_\_\_\_\_

4. **Household Information** - Student lives with:

A \_\_\_\_\_ Relationship \_\_\_\_\_

B \_\_\_\_\_ Relationship \_\_\_\_\_

(If either parent is deceased, please note.)

For separated or divorced families, is there joint custody? Yes / No

Siblings	Age	School	Grade
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\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Other dependents (explain) \_\_\_\_\_

5. **Available funds:** Parent savings \$ \_\_\_\_\_

Investments (non-retirement) \$ \_\_\_\_\_

Student savings, e.g. 529/ UGMA \$ \_\_\_\_\_

Grandparents \$ \_\_\_\_\_

Relatives or friends \$ \_\_\_\_\_

Any other help? \$ \_\_\_\_\_

6. **Current annual salary/ income?**

Parent A \$ \_\_\_\_\_ Parent B \$ \_\_\_\_\_

7. **Minimum tuition aid needed?** \$ \_\_\_\_\_

8. We welcome any additional information to understand your situation. Attach extra sheets as necessary.

We declare that the information on this form is true, correct, and complete. We understand that intentionally omitting information, or providing false or inaccurate data, may impact our ability to receive any tuition aid and/ or our ability to maintain enrollment at The Pilot School.

Signed \_\_\_\_\_

Date \_\_\_\_\_

Signed \_\_\_\_\_

Date \_\_\_\_\_

# Short Form Request for Individual Tax Return Transcript

▶ **Request may not be processed if the form is incomplete or illegible.**

▶ **For more information about Form 4506T-EZ, visit [www.irs.gov/form4506tez](http://www.irs.gov/form4506tez).**

**Tip.** Use Form 4506T-EZ to order a 1040 series tax return transcript free of charge, or you can quickly request transcripts by using our automated self-help service tools. Please visit us at [IRS.gov](http://IRS.gov) and click on "Get Transcript of Your Tax Records" under "Tools" or call 1-800-908-9946.

<b>1a</b> Name shown on tax return. If a joint return, enter the name shown first.	<b>1b</b> First social security number or individual taxpayer identification number on tax return
<b>2a</b> If a joint return, enter spouse's name shown on tax return.	<b>2b</b> Second social security number or individual taxpayer identification number if joint tax return

**3** Current name, address (including apt., room, or suite no.), city, state, and ZIP code (see instructions)

**4** Previous address shown on the last return filed if different from line 3 (see instructions)

**5a** If the transcript is to be mailed to a third party (such as a mortgage company), enter the third party's name, address, and telephone number. The IRS has no control over what the third party does with the tax information.

Third party name	Telephone number
Address (including apt., room, or suite no.), city, state, and ZIP code	

**5b** Customer file number (if applicable) (see instructions)

**Caution.** If the tax transcript is being mailed to a third party, ensure that you have filled in line 6 before signing. Sign and date the form once you have filled in this line. Completing this step helps to protect your privacy. Once the IRS discloses your IRS transcript to the third party listed on line 5, the IRS has no control over what the third party does with the information. If you would like to limit the third party's authority to disclose your transcript information, you can specify this limitation in your written agreement with the third party.

**6. Year(s) requested.** Enter the year(s) of the return transcript you are requesting (for example, "2008"). Most requests will be processed within 10 business days.

\_\_\_\_\_

**Note.** If the IRS is unable to locate a return that matches the taxpayer identity information provided above, or if IRS records indicate that the return has not been filed, the IRS will notify you or the third party that it was unable to locate a return, or that a return was not filed, whichever is applicable.

**Caution.** Do not sign this form unless all applicable lines have been completed.

**Signature of taxpayer(s).** I declare that I am the taxpayer whose name is shown on either line 1a or 2a. If the request applies to a joint return, **either** spouse must sign. **Note:** This form must be received by IRS within 120 days of the signature date.

**Signatory attests that he/she has read the attestation clause and upon so reading declares that he/she has the authority to sign the Form 4506-T.** See instructions.

<b>Sign Here</b>	Signature (see instructions)	Date	Phone number of taxpayer on line 1a or 2a
	Spouse's signature	Date	