



V5 Verification Worksheet 2018–2019

Your 2018–2019 Free Application for Federal Student Aid (FAFSA) was selected for review in a process called verification. In this process, NYIT’s Office of Financial Aid will be comparing information from your FAFSA with copies of your (and your spouse’s or parents’) tax information as provided by the IRS. The law states that we have the right to ask you for this information before awarding federal aid (CFR 668.51). If there are differences between your FAFSA data and other requested documents, you or NYIT may need to make corrections.

1. Please complete, sign, and return this worksheet, along with any other documentation requested by the Office of Financial Aid.
2. If you did not enter your tax information on your FAFSA through the IRS Data Retrieval process or you used the IRS Data Retrieval process and made subsequent corrections to your return, NYIT requires you to submit a **Tax Return Transcript**. To obtain a Tax Return Transcript from the IRS, please visit IRS.gov and click “Get My Tax Records.” You may also call 800.908.9946 or order one by mail using IRS Form 4506T or 4506T-EZ (Request for Transcript of Tax Return). There is no fee for a transcript. Non-tax filers may be asked to submit a “Verification of Non-filing” letter by submitting Form 4506-T to the IRS and then sending the actual “Verification of Non-filing” letter to NYIT.
3. Please submit the transcript to NYIT’s Office of Financial Aid with your full name and student ID clearly marked on each page. Do NOT submit your 1040, 1040A, or 1040EZ forms unless you are requested to do so. If we require any further documentation to complete the verification, you will be notified.

A. STUDENT INFORMATION

Last name	First name	M.I.
Address	Apt #	Country
City	State	Zip code
Email		
Student ID	Date of birth	MM/DD/YYYY
Phone number	Alternate phone number	

B. DEPENDENCY AND FAMILY INFORMATION

Check this box if any of the following apply to you:

- You were born before 1/1/1995.	- Both of your parents are deceased or you are an orphan or Ward of the Court.
- You were married when you filed your 2018–19 FAFSA application.	
- You will be enrolled in a master’s or doctorate program.	- You are or were an emancipated minor as determined by your state.
- You are currently on active duty in the U.S. Armed Forces.	- You are or were in legal guardianship as determined by your state.
- You are a veteran of the U.S. Armed Forces.	- You have dependents who will receive half of their support from you.

Check this box if you were under 21 at any point after 7/1/2017 and you were a youth runaway, an unaccompanied homeless youth, or were self-supporting and at risk of being a homeless youth.

If you checked a box above, you are an INDEPENDENT student. On the following grid, only include yourself. If you have other people living in your household, then include:

- yourself, your spouse, your children (if you will provide more than half of their support from July 1, 2018 through June 30, 2019), and
- other people (if they live with you, you provide more than half of their support, and will continue to provide more than half of their support from July 1, 2018 through June 30, 2019).

If you did not check either box above, you are a DEPENDENT student. On the following grid, include only the people in your parent(s)’ household, including:

- yourself and your parent(s), including stepparent, even if you don’t live with your parent(s), and
- your parent(s)’ other children, even if they don’t live with your parent(s), **if** (a) your parent(s) will provide **more than half** of their support from July 1, 2018 through June 30, 2019, **or** (b) the children would be required to provide parental information when applying for Federal Student Aid, and
- 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 from July 1, 2018 through June 30, 2019.
- In addition, write in the name of the college for any household member who will be attending college **at least half time** and be enrolled in a degree, diploma, or certificate program from July 1, 2018 through June 30, 2019. If you need more space, attach a separate page.

Student ID number

Full name	Age	Relationship	College
		Self	New York Institute of Technology

C. TAX FORMS AND INCOME INFORMATION

DEPENDENT STUDENTS	INDEPENDENT STUDENTS
Check the box of those who filed taxes in 2016	Check the box of those who filed taxes in 2016
Student Your Parent(s)	Student Your Spouse
Student Used Data Retrieval Tool on FAFSA	Student Used Data Retrieval Tool on FAFSA
Parent Used Data Retrieval Tool on FAFSA	Spouse Used Data Retrieval Tool on FAFSA

D. TAX FORM NON-FILERS AND INCOME INFORMATION

If you **DID NOT FILE** and are not required to file a 2016 tax return, list your employer(s) and any income received in 2016 below. Confirmation of non-filing from the IRS dated on or after October 1, 2017 may be asked of you if you did not work and were not required to file a 2016 tax return. The only way to get this letter is to complete Form 4506-T available at <https://www.irs.gov/pub/irs-pdf/f4506t.pdf> for each person, then fax or mail it to the IRS (please see Form 4506-T for mailing address or fax number). Once you receive the "Verification of Non-filing" letter back from the IRS, please submit it to NYIT's Office of Financial Aid.

Check the box of those who did not file and were not required to file taxes in 2016	Check the box of those who did not file and were not required to file taxes in 2016
Student Your Parent(s)	Student Your Spouse

Please submit the W-2 forms associated with this information. If you and your parents/spouse filed a tax return in 2016, you do not need to complete this section:

Name of employer	Student amount earned in 2016	Parent(s)/spouse amount earned in 2016

If you have or will file a tax extension, you must submit IRS Form 4868 along with all W-2 forms or a signed statement verifying AGI and tax paid if you are self-employed. Tax filers who filed an income tax return with a taxing authority in a U.S. territory or commonwealth or with a foreign central government, must submit a copy of a transcript of their tax information.

E. HIGH SCHOOL COMPLETION STATUS

You must submit documentation of high school completion or an equivalent with this worksheet.

Check the box of the document you will attach to this worksheet:

- A copy of your high school diploma.
- A copy of your final, official high school transcript that shows the date when the diploma was awarded.
- A copy of your General Educational Development (GED) certificate or GED transcript.
- An academic transcript that indicates you successfully completed at least a two-year program that is acceptable for full credit toward a bachelor's degree.
- If state law requires a homeschooled student to obtain a secondary school completion credential for homeschool (other than a high school or its recognized equivalent), then provide a copy of that credential.

If state law does not require a homeschooled student to obtain a secondary school completion credential for homeschool (other than a high school diploma or its recognized equivalent), then provide a transcript or the equivalent signed by your parent or guardian that lists the secondary school courses you completed and documents the successful completion of a secondary school education in a homeschool setting.

F. DOCUMENTATION OF IDENTITY/STATEMENT OF EDUCATIONAL PURPOSE

In order to complete the verification process, you must appear in person at the Office of Financial Aid to verify your identity by presenting a valid, unexpired government issued photo identification (ID), such as, but not limited to, a driver's license, other state-issued ID, or passport. NYIT will maintain a copy of your ID that is annotated with the date it was received and the name of the official at NYIT authorized to collect your ID.

In addition, you must sign the following in the presence of the NYIT official.

STATEMENT OF EDUCATIONAL PURPOSE

I certify that I, _____ (*print student's name*), am the individual signing this Statement of Educational Purpose and that the federal student financial assistance I may receive will only be used for educational purposes and to pay the cost of attending New York Institute of Technology for 2018–2019.

Student's signature

Date

MM/DD/YYYY

Financial Aid Administrator

Date

MM/DD/YYYY

Student ID number

NOTE: If you cannot appear in person to complete section F, you must provide a signed written statement indicating the reasons for your non-availability. The Office of Financial Aid will contact you with further instruction(s) on how to complete this section.

G. SIGNATURES

Each person signing below certifies that all of the information reported is complete and correct. The student and (if dependent) one parent whose information was reported on the FAFSA must sign and date. **WARNING: If you purposely give false or misleading information you may be fined, be sentenced to jail, or both.**

Student's signature

Date

MM/DD/YYYY

Parent's signature

Date

MM/DD/YYYY

NYIT OFFICE OF FINANCIAL AID INFORMATION

OLD WESTBURY

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Old Westbury, N.Y. 11568-8000

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