



2023-2024 V1 Dependent Standard Verification Worksheet

Please submit all missing information by email only:

finaid@nysid.edu

NYSID Office of Financial Aid 170
E. 70th Street
New York, NY 10021

We are temporarily accepting scanned copies of this document.

STEP 1 – STUDENT INFORMATION

<i>Last Name</i>	<i>First Name</i>	<i>Social Security Number</i>	<i>Student ID Number</i>
<i>Permanent Address</i>	<i>Street & Number</i>	<i>City/State/Zip</i>	<i>Date of Birth</i>
<i>Cell Phone Number (Include Area Code)</i>	<i>Home Phone Number (Include Area Code)</i>	<i>Email Address</i>	

STEP 2 – FAMILY INFORMATION

If you are a **dependent student**, include:

- ❖ Yourself
- ❖ Your parents (including a stepparent) even if you do not live with your parents.
For the purpose of completing your FAFSA and verification, parent(s) reported in your household include:
 - If your legal parents (your biological and/or adoptive parents, or parents as determined by the state [e.g., a parent listed on your birth certificate]) are married to each other, include both of them.
 - If your legal parents are not married to each other and live together, include both of them. This includes divorced or separated parents who live together.
 - If your parents are divorced or separated and don't live together, include the parent with whom you lived more during the past 12 months. If you lived the same amount of time with each divorced or separated parent, include the parent who provided more financial support during the past 12 months or during the most recent 12 months that you actually received support from a parent.
 - If your legal parent is widowed or was never married, include that parent.
- ❖ Your parents' other children if your parent(s) will provide more than half of their support from **July 1, 2023**, through **June 30, 2024**, or if the other children would be required to provide parental information if they were completing a FAFSA for **2023– 2024**. Include children who meet either of these standards even if a child does not live with your parent(s).
- ❖ Other people who live with your parents if your parents will provide more than half of their support through **June 30, 2024**.

For any household member (**Not including parents**) who is or will be enrolled at least half time in a degree, diploma, or certificate program at an eligible postsecondary educational institution any time between **July 1, 2023, and June 30, 2024**, include the name of the college.

Full Name	Age	Relationship	Name of College/Degree Program (if at least half-time 2023-2024)
		Self	New York School of Interior Design

STEP 3 – STUDENT TAX & INCOME INFORMATION

Complete this section if you filed or will file a **2021** income tax return, or if you will not file and are not required to file a **2021** income tax return with the IRS or other relevant tax authority. *The best way to verify income from your 2021 US federal tax return is by using the IRS Data Retrieval Tool (IRS DRT) that is part of FAFSA on the Web at [FAFSA.gov](https://fafsa.gov).*

Check the box that applies to you:

- I used the IRS DRT in *FAFSA on the Web* to transfer **2021** IRS income tax return information into the student's FAFSA.
- I have not yet used the IRS DRT in *FAFSA on the Web*, but will use the tool to transfer **2021** IRS income tax return information into the student's FAFSA.
- I was unable or chooses not to use the IRS DRT in *FAFSA on the Web*, and instead will provide the institution with a **2021 IRS Tax Return Transcript(s) or a signed copy of the 2021 income tax return and applicable schedules**.
- You will not file and are not required to file a 2021 income tax return. Select below:
 - Check here if you were employed and had income earned from work in **2021**.
 - Check here if you were not employed and had no income earned from work in **2021**.

Complete the table below only if you did NOT file taxes and earned income in 2021:

List below the names of all employers and the amount earned from each employer in **2021**. You must provide an IRS W-2 or equivalent document for each source of income from employment listed.

Source of Income	\$ Amount Earned/Received in 2021
TOTAL	

STEP 4 – PARENT TAX & INCOME INFORMATION

Complete this section if your parent(s) filed or will file a **2021** income tax return, or if your parent(s) will not file and are not required to file a **2021** income tax return with the IRS or other relevant tax authority. *The best way to verify income from your parent(s) 2021 US federal tax return is by using the IRS Data Retrieval Tool (IRS DRT) that is part of FAFSA on the Web at [FAFSA.gov](https://fafsa.gov).*

Check the box that applies to your parent(s) 2021 income tax return:

It may be appropriate to select multiple boxes if your household is comprised of two parents who have different responses to the elections below.

- My parents have used the IRS DRT in *FAFSA on the Web* to transfer **2021** IRS income tax return information into the student's FAFSA.
- My parents have not yet used the IRS DRT in *FAFSA on the Web*, but will use the tool to transfer **2021** IRS income tax return information into the student's FAFSA.
- My parents are unable or choose not to use the IRS DRT in *FAFSA on the Web*, and instead will provide the institution with a **2021 IRS Tax Return Transcript(s) or a signed copy of the 2021 income tax return and applicable schedules**.
- Your parent(s) will not file and are not required to file a **2021** income tax return. Provide documentation from the IRS or other relevant tax authority dated on or after **October 1, 2022**, that indicates a **2021** income tax return was not filed with the IRS or other relevant tax authority. Select below:
 - Check here if neither of your parent(s) were employed and had no income earned from work in 2021.
 - Check here if one or both of your parent(s) were employed and had income earned from work in 2021.

Name of parent(s) who will not file and are not required to file a 2021 income tax return with the IRS or other relevant tax authority.

Complete the table below only if your parent(s) did NOT file taxes and earned income in 2021:

List below the names of all employers and the amount earned from each employer in 2021. You must provide an IRS W-2 or equivalent document for each source of income from employment listed.

Source of Income (Fill out only for parent(s) who did NOT file taxes)	\$ Amount Earned/Received in 2021
TOTAL	

STEP 5 – INCOME INFORMATION FOR NON TAX FILERS

Student: Check the box that applies:

- The student was not employed and had no income earned from work in 2021.
- The student was employed in 2021 and has attached copies of all 2021 IRS W-2 forms issued to the student by his/her employers.

Parent(s): Check the box that applies:

- The parent(s) was not employed and had no income earned from work in 2021.
- The parent(s) was employed in 2021 and has attached any IRS W-2 forms received.

All nontax filers are required to provide an IRS Verification of Non-Filing Letter dated on or after October 1, 2022 that indicates a 2021 IRS tax return was not filed with the IRS. Therefore, the student and/or parent, if applicable, must both obtain this letter if neither filed. To request this documentation, you may use the instructions provided on the previous page. If you are unable to request the letter online, you must use the IRS Form 4506-T. Instructions for completing this form are provided below.

- Student:** Check here if a Verification of Non-Filing Letter for tax year 2021 is provided.
- Student:** Check here if a Verification of Non-Filing Letter will be provided later.
- Parent(s):** Check here if a Verification of Non-Filing Letter for tax year 2021 is provided.
- Parent(s):** Check here if a Verification of Non-Filing Letter will be provided later.
- Your non-filing parent(s) have attempted and are unable to obtain verification of non-filing from the IRS or other relevant tax authority.
- Your non-filing parent(s) is ineligible to obtain verification of non-filing from the IRS or other relevant tax authority. **Check the box that applies to your parent(s) ineligibility to obtain verification of non-filing:**
 - Non-filing individual(s) in foreign countries that do not have a tax authority.
 - Non-filing individual(s) in foreign countries whose tax authority does not provide verification of non-filing or similar documentation.
 - Domestic non-filing individual(s) who do not have a Social Security Number (SSN), Employee Identification Number (EIN), or Individual Taxpayer Identification Number (ITIN). These individuals must provide a signed statement with the student's name and ID number at the top certifying they do not have a SSN, an ITIN, or an EIN and listing the sources and amounts of earnings, other income, and resources that supported them for the 2021 tax year.

Instructions for Nontax Filers Completing Form 4506-T Verification of Non-Filing

- 1) Visit www.irs.gov/form4506t
- 2) Click on Form 4506-T under "Current Products."
- 3) Complete sections 1a through 5.
- 4) Click the box on line 7, "Verification of Non-filing."
- 5) Enter the date of 12/31/18 on line 9.
- 6) Click the box above the signature section.
- 7) Print completed Form 4506-T and sign.
- 8) Mail or fax form 4506-T to the address/fax number located in the middle column of the instructions attached to the 4506-T form for the state you live in.

Instructions for Amended Tax Return Filers Tax filers who have amended their 2021 tax return should send to our office

a signed copy of the original tax return along with a signed copy of the 2021 1040X that was filed with the IRS.

Instructions for Victims of IRS Identity Theft If you are unable to obtain an IRS Tax Return Transcript due to identity theft, please call 1-800-908-4490. You will be able to obtain an alternative document (TRDBV) that is acceptable for verification. We will also require a signed statement by the tax filer that they were a victim of IRS-related identity theft and that the IRS is aware of it.

STEP 6 – CERTIFICATION

By signing this worksheet, I certify all the information reported is complete and correct:

Student Signature *Date* *Student Name (Please Print)* *Student ID Number*

Parent Signature *Date* *Parent (Please Print)*