



**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.

**Check the box that applies to your 2021 income tax return:**

- You have used the IRS DRT in FAFSA on the Web to transfer 2021 IRS income tax return information into your FAFSA.
- You 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 once the 2021 IRS income tax return has been filed.
- You are unable or choose not to use the IRS DRT in FAFSA on the Web, and instead will provide the school a **2021 IRS Tax Return Transcript or a signed copy of your 2021 income tax return and applicable schedules from the IRS or other relevant tax authority.**
- You will not file and are not required to file a 2021 income tax return. Select below:
  - Check here if you were not employed and had no income earned from work in 2021.
  - Check here if you were employed and had 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 (Fill out only if you did NOT file taxes)	\$ Amount Earned/Received in 2021
<b>TOTAL</b>	

**STEP 4 – PARENT TAX TRANSCRIPTS & 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 2019 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.

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

- Your parent(s) have used the IRS DRT in FAFSA on the Web to transfer 2021 IRS income tax return information into your FAFSA.
- Your parent(s) have not yet used the IRS DRT in FAFSA on the Web, but will use the tool to transfer 2019 IRS income tax return information into your FAFSA once the 2021 IRS income tax return has been filed.

Your parent(s) are unable or choose not to use the IRS DRT in FAFSA on the Web, and instead will provide the school a **2021 IRS Tax Return Transcript(s) or a signed copy of their 2021 income tax return and applicable schedules from the IRS or other relevant tax authority.**

- Your parent(s) will not file and are not required to file a 2021 IRS 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) did NOT file taxes)	Amount Earned in 2021
<b>TOTAL</b>	

**Check the box that represents the verification of non-filing document provided for your parent(s) ONLY if your parent(s) did NOT file taxes in 2021:**

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

- Verification of non-filing is provided for your parent(s).
- Verification of non-filing will be provided for your non-filing parent(s) 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) are 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.

**STEP 4 CONTINUED – INCOME INFORMATION FOR NON TAX FILERS**

Check the box that applies:

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

All nontax filers are required to provide an IRS Verification of Non-Filing Letter dated on or after **October 1, 2021** 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.

- Check here if a Verification of Non-Filing Letter for tax year 2021 is provided.
- Check here if a Verification of Non-Filing Letter will be provided later.

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

- 1) Visit [www.irs.gov/form4506t](http://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 12/31/20 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 20211040X 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 5 – HIGH SCHOOL COMPLETION STATUS**

Provide one of the following documents that indicate your high school completion status when you will begin college in 2023–2024:

- 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.
- Certification of a passing score on a test that your state authorizes and recognizes as the equivalent of a high school diploma. This includes tests similar to the GED, such as the High School Equivalency Test or the Test Assessing Secondary Completion. Test transcripts are acceptable documentation if they indicate that the final score is a passing score or that your state considers the test results to meet its high school equivalency requirements.
- A copy of the “secondary school leaving certificate” or similar document from the proper government agency for students who completed secondary school in a foreign country.
- 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 diploma or its recognized equivalent), a copy of that credential is required.
- 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), a transcript or the equivalent, signed by your parent or guardian, that lists the secondary school courses the student completed and documents the successful completion of a secondary school education in a homeschool setting.
- For a student who has not completed high school and is seeking enrollment in a program that leads to at least an associate degree or its equivalent, documentation from the high school that he excelled academically and from your school that he meets your written policy for admitting such students.
- For students in an “eligible career pathway program,” documentation that they passed an approved ATB test or completed at least 6 credit hours or 225 clock hours that are applicable toward a degree or certificate offered by your school.

## **STEP 6 – IDENTITY & STATEMENT OF EDUCATIONAL PURPOSE (To Be Signed at the Institution)**

The student should appear in person at The New York School of Interior Design (NYSID) to verify his or her identity by presenting an unexpired valid government-issued photo identification (ID), such as, but not limited to, a driver’s license, other state-issued ID, or passport. The institution will maintain a copy of the student’s photo ID that is annotated by the institution with the date it was received and reviewed, and the name of the official at the institution authorized to receive and review the student’s ID.

In addition, the student must sign, in the presence of the institutional official, the Statement of Educational Purpose provided below:

### **Statement of Educational Purpose**

I certify that I \_\_\_\_\_ 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 NYSID for 2023-2024.

Student Signature

Date

Student ID Number

**STEP 6 (a) – IDENTITY & STATEMENT OF EDUCATIONAL PURPOSE (To Be Signed With Notary)**

If the student is **unable to appear in person** at NYSID to verify his or her identity, the student must provide to the institution:

- (a) A copy of the unexpired valid government-issued photo identification (ID) that is acknowledged in the notary statement below, or that is presented to a notary, such as, but not limited to, a driver's license, other state-issued ID, or passport; and
- (b) The original Statement of Educational Purpose provided below, which must be notarized.

**Statement of Educational Purpose**

I certify that I \_\_\_\_\_ 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 NYSID for **2023-2024**.

\_\_\_\_\_  
*Student Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Student ID Number*

**Notary's Certificate of Acknowledgement**

State of \_\_\_\_\_

City/County of \_\_\_\_\_

On \_\_\_\_\_, before me, \_\_\_\_\_, personally appeared,  
(Date) (Notary's name)

\_\_\_\_\_, and provided to me on basis of satisfactory evidence of identification  
(Printed name of signer)

\_\_\_\_\_ to be the above-named person who signed the foregoing instrument.  
(Type of government-issued photo ID provided)

**WITNESS my hand and official seal**

(seal)

\_\_\_\_\_  
(Notary signature)

My commission expires on \_\_\_\_\_  
(Date)

**STEP 4 – 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)*

NOTE: Additional documents and/or information beyond those listed in this form may be needed to satisfy the requirements of Verification. Your respective Financial Aid Office will notify you of additional requirements, if applicable.