



2023-2024 V5 Independent Aggregate Verification Worksheet

Please submit all missing information by email:
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

Form with fields: Last Name, First Name, Social Security Number, Student ID Number, Permanent Address, Street & Number, City/State/Zip, Date of Birth, Cell Phone Number, Home Phone Number, Email Address

STEP 2 – FAMILY INFORMATION

If you are an independent student, include:

- ❖ Yourself
❖ Your spouse, if you are married.
❖ Children, if yours or your spouse’s children will provide more than half of their support through June 30, 2024.
❖ Other people that live with you if you or your spouse will provide more than half of their support and will continue to provide more than half of their support through June 30, 2024.

For any household member who 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.

Table with 4 columns: Full Name, Age, Relationship, Name of College/Degree Program (if at least half-time 2023-2024)

STEP 3 – STUDENT / SPOUSE TAX & INCOME INFORMATION

Complete this section if you and/or your spouse filed or will file a **2021** income tax return, or if you and/or your spouse will not file and are not required to file 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 and, if married, your spouse’s 2021 income tax return:

It may be appropriate to select multiple boxes if you and your spouse have different responses to the elections below.

- You and/or your spouse have used the IRS DRT in *FAFSA on the Web* to transfer **2021** IRS income tax return information into your FAFSA.
- You and/or your spouse 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 and/or your spouse 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 your 2021 income tax return and applicable schedules from the IRS or other relevant tax authority.**
- You and/or your spouse 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** IRS income tax return was not filed with the IRS or other relevant tax authority. Select below:
 - Check here if you and your spouse, if married were not employed and had no income earned from work in **2021**
 - Check here if you and/or your spouse were employed and had income earned from work in **2021**

Name of student and/or spouse 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 you and/or your spouse 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 and/or your spouse did NOT file taxes)	Amount Earned in 2021
TOTAL	

Check the box that represents the verification of non-filing document provided for you and/or your spouse only if you and/or your spouse did NOT file taxes in 2021:

It may be appropriate to select multiple boxes if you and your spouse have different responses to the elections below.

- Verification of non-filing is provided for you and/or your non-filing spouse.
- Verification of non-filing will be provided for you and/or your non-filing spouse later
- Your and/or your non-filing spouse have attempted and are unable to obtain verification of non-filing from the IRS or other relevant tax authority.
- Your spouse is ineligible to obtain verification of non-filing from the IRS or other relevant tax authority.

Check the box that applies to your spouse’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 students 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 2019 tax year.*

STEP 4 – INCOME INFORMATION FOR NON TAX FILERS

Check the box that applies:

- The student / spouse was not employed and had no income earned from work in 2021.
- The student / spouse was employed in 2021 and has attached copies of all 2017 IRS W-2 forms issued to the student/spouse 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 spouse, 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
- 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 must 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

WITNESS my hand and official seal

(seal) _____
(Notary signature)

My commission expires on _____
(Date)

STEP 7 – 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*

Spouse Signature *Date* *Spouse (Please Print)*

Please submit all missing information by email: finaid@nysid.edu