



Independent Verification Worksheet: Standard

Please submit all missing information by mail or in person only:
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 for 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, and Email Address.

STEP 2 – FAMILY INFORMATION

If you are an independent student, include:

- ❖ Yourself
❖ Your spouse, if you are married.
❖ Children, if you or your spouse will provide more than half of their support through June 30, 2023.
❖ Other people that live with you if you or your spouse will provide more than half of their support through June 30, 2023.

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, 2022, and June 30, 2023, include the name of the college.

Table with 4 columns: Full Name, Age, Relationship, Name of College/Degree Program (if at least half-time 2022-2023). The first row has 'Self' in the Relationship column.

STEP 3 – STUDENT / SPOUSE TAX & INCOME INFORMATION

Check the box that applies to you/your spouse:

- I / my spouse did file or will file a 2020 IRS income tax return.**
 - You are required to submit your 2020 **tax return transcript**. Tax return transcripts must be obtained through the IRS. You can do so online at <http://www.irs.gov/Individuals/Get-Transcript> or by calling 1.800.908.9946
 - Attach copies of all 2020 **W-2 forms**

- I / my spouse did not or will not file a 2020 IRS income tax return.**
 - Complete the table below.

Source of Income	\$ Amount Earned/Received in 2020
TOTAL	

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 2020
- The student / spouse was employed in 2020 and has attached copies of all 2020 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, 2020 that indicates a 2020 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 2020 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 2020 tax return should send to our office a signed copy of the original tax return along with a signed copy of the 2020 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 5 – 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