



2023-2024 V1 Independent 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

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.
❖ Your or your spouse's children if you or your spouse will provide more than half of their support from July 1, 2023, through June 30, 2024, even if a child does not live with you.
❖ Other people that live with you if you or your spouse will 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). The first row is pre-filled with 'Self' and 'New York School of Interior Design'.

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 your 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 a **2021 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 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 for you and/or your spouse who 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 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 – 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 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, 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 **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 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