Your 2014-2015 Free Application for Federal Student Aid (FAFSA) was selected for review in a process called verification. The law says that before awarding Federal Student Aid, we may ask you to confirm the information you reported on your FAFSA. To verify that you provided correct information, we will compare your FAFSA with the information on this institutional verification document and with any other required documents. If there are differences, your FAFSA information may need to be corrected. You and a spouse, if you are married whose information was reported on the FAFSA must complete and sign this verification worksheet, attach any required documents, and submit the form and other required documents to us. We may ask for additional information. If you have questions about verification, contact us as soon as possible so that your financial aid will not be delayed.

**Step 1 – Number of Household Members and Number in College**

Please list below the people in the student’s household. Include:

- The student.
- The student’s spouse, if the student is married.
- The student’s or spouse’s children if the student or spouse will provide more than half of the children’s support from July 1, 2014, through June 30, 2015, even if the children do not live with the student (do not include foster children).
- Other people if they now live with the student and the student or spouse provides more than half of the other people’s support and you will continue to provide more than half of their support through June 30, 2015.

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, 2014, and June 30, 2015, include the name of the college and anticipated enrollment status.

<table>
<thead>
<tr>
<th>Full First and Last Name of Student’s Household Members</th>
<th>Age</th>
<th>Relationship to Student</th>
<th>Full Name of COLLEGE</th>
<th>Will be enrolled at least Half Time (Yes or No)</th>
</tr>
</thead>
<tbody>
<tr>
<td>JOHN SMITH (example)</td>
<td>35</td>
<td>SPOUSE</td>
<td>NEWSCHOOL OF ARCHITECTURE AND DESIGN</td>
<td>YES</td>
</tr>
<tr>
<td>SELF</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*****If more space is needed, provide a separate page with the student’s name and ID number at the top.*****
Step 2 – Receipt of Supplemental Nutrition Assistance Program (SNAP) Benefits

Did the student or a member of the student’s household listed in Step 1 receive benefits from the Supplemental Nutrition Assistance Program or SNAP (formerly known as the Food Stamp Program) sometime during 2012 or 2013? SNAP may be known by another name in some states. For assistance in determining the name used in a state, please call 1-800-4FED-AID (1-800-433-3243).

☐ NO

☐ YES

Note: If we have reason to believe that the information regarding the receipt of SNAP benefits is inaccurate, we may require documentation from the agency that issued the SNAP benefits in 2012 or 2013.

Step 3 – Child Support Payments

Did the student or the student’s spouse, if the student is married, pay child support during the calendar year of 2013?

☐ NO

☐ YES (You must complete the chart below)

*****Do not include support for children that were included in the student’s household listed in Step 1*****

<table>
<thead>
<tr>
<th>Full First and Last Name of Individual who Paid the Child Support Payment</th>
<th>Amount of Child Support Paid in 2013</th>
<th>Full First and Last Name of Recipient who Received the Child Support Payment</th>
<th>Full First and Last Name of the child (children) for Whom Support was Paid</th>
</tr>
</thead>
</table>
| John Smith (example)                                                    | $10,000                             | Jane Doe                                                                       | Thomas Smith
|                                                                         |                                     |                                                                                | Sally Smith
|                                                                         |                                     |                                                                                | James Smith

Note: If we have reason to believe that the information regarding the child support is not correct, we may require additional documentation (e.g., separation agreement/divorce decree, copies of child support payment checks or records of electronic payments, etc.)
Step 4 – Financial Information

Check the box that applies:

- The student and/or spouse (if married) filed 2013 taxes and has used the IRS Data Retrieval Tool (IRS DRT) in FAFSA on the Web to transfer 2013 IRS income tax return information into the student’s FAFSA.  
  CONTINUE TO STEP 5

- The student and/or spouse (if married) has not yet used the IRS Data Retrieval Tool (IRS DRT) in FAFSA on the Web, but will use the tool to transfer 2013 IRS income tax return information into the student’s FAFSA once the 2013 IRS income tax return has been filed.  
  CONTINUE TO STEP 5

- The student and/or spouse (if married) has filed 2013 taxes and is unable or chooses not to use the IRS Data Retrieval Tool (IRS DRT) in FAFSA on the Web.
  - Provide a copy of your 2013 IRS Tax Return Transcript (s)
  CONTINUE TO STEP 5

- The student and/or spouse (if married) are required to file a 2013 IRS income tax return and have been granted a filing extension by the IRS.  Student must provide all of the following:
  - A copy of the IRS Form 4868 “Application for Automatic Extension of time to File U.S. Individual Tax Return” or A copy of the IRS’s approval of an extension beyond the automatic six-month extension
  - A copy of IRS Form W-2 for each source of employment income received for tax year 2013, and, if self-employed, a signed statement certifying the amount of the individual’s AGI and the U.S. income tax paid for tax year 2013.
  CONTINUE TO STEP 5

- The student and/or spouse (if married) filed an amended IRS income tax return for tax year 2013.  Student must provide all of the following:
  - A copy of the 2013 IRS Tax Return Transcript (signature not required) for the 2013 tax year
  - A signed copy of the 2013 IRS Form 1040X “Amended U.S. Individual Income Tax Return” that was filed with the IRS.
  CONTINUE TO STEP 5

- The student and/or spouse (if married) filed or will file a 2013 tax return from Puerto Rico, another U.S. territory (e.g., Guam, American Samoa, the US Virgin Islands, the Northern Marianas Islands), or with a foreign country.
  - Submit a signed copy of the 2013 foreign income tax return.
  CONTINUE TO STEP 5

- The student and/or spouse (if married) are a victim of IRS identity theft who is not able to obtain a 2013 IRS Tax Return Transcript.  Student must provide the following:
  - A victim of IRS identity theft who is not able to obtain a 2013 IRS Tax Return Transcript or use the IRS Data Retrieval Tool (IRS DRT) must contact the IRS at 1-800-908-4490.  Upon authentication of the tax filer’s identity, the IRS will provide, by U.S. Postal Service, a printout of the tax filer’s 2013 IRS income tax return information.
  CONTINUE TO STEP 5

- The student and spouse, if student is married, were not employed and had no income earned from work in 2013.
  CONTINUE TO STEP 5

- The student and/or spouse (if married) were employed in 2013 but will not file and are not required to file a 2013 income tax return with the IRS.  If you checked this box, please provide all of the following:
  - A signed statement to the Office of Financial Aid listing the names of all the employers, the amount earned from each employer in 2013, if the wages were earned by the student or spouse, and whether an IRS W-2 form is provided (List every employer even if the employer did not issue an IRS W-2 form)
  - Copies of all 2013 IRS W-2 forms issued to the student or spouse by their employers
  CONTINUE TO STEP 5
## Step 5 – Untaxed Income and Additional Financial Information

All students must complete this section. Please list below all sources of untaxed income received for student and/or spouse for the year 2013. **If any item does not apply, please enter 0 in the area where an amount is requested.**

<table>
<thead>
<tr>
<th>Sources of Other Untaxed Income for 2013</th>
<th>Total Annual Amount Received in 2013 by Student/Spouse (Do not report monthly amounts)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Child Support Received (Do not include foster care or adoption payments, or any amount that was court-ordered but not actually paid)</td>
<td>$</td>
</tr>
<tr>
<td>Payments (direct or withheld from earnings) to tax-deferred pensions &amp; retirement savings plans (e.g., 401(k) or 403(b), including, but not limited to, amounts reported on W-2 forms in Boxes 12a through 12d with Codes D, E, F, G, H and S)</td>
<td>$</td>
</tr>
<tr>
<td>Workman’s Compensation, Disability or Black Lung Benefits</td>
<td>$</td>
</tr>
<tr>
<td>Housing, food, and other living allowances paid to members of the military, clergy and others (Do not include the value of on-base military housing or the value of a basic military allowance for housing)</td>
<td>$</td>
</tr>
<tr>
<td>Veteran’s Non Education Benefits Include Disability, Death Pension, Dependency and Indemnity Compensation (DIC) and/or VA Educational Work-Study allowances. (Do not include federal veterans educational benefits such as: Montgomery GI Bill, Dependents Education Assistant Program, VEAP Benefits or Post-9/11 GI Bill)</td>
<td>$</td>
</tr>
<tr>
<td>Social Security Benefits (Untaxed portion) or Supplemental Security Income (SSI)</td>
<td>$</td>
</tr>
<tr>
<td>Food Stamps/WIC/SNAP</td>
<td>$</td>
</tr>
<tr>
<td>Welfare/TANF</td>
<td>$</td>
</tr>
<tr>
<td>Financial Aid Refunds Only include amounts received for living expenses. (Do not include amounts that cover tuition costs)</td>
<td>$</td>
</tr>
<tr>
<td>Combat/Special Combat Pay Taxable amount that is included in your adjusted gross income of your taxes</td>
<td>$</td>
</tr>
<tr>
<td>Benefits from Flexible Spending Arrangements (e.g., cafeteria plans)</td>
<td>$</td>
</tr>
<tr>
<td>Money Received from Selling Property, Stocks or Bonds in 2013</td>
<td>$</td>
</tr>
<tr>
<td>Money Received or Paid on the Student’s Behalf Include money given to you for personal use (e.g., clothes, food, gas, gift cards) and/or paid on your behalf (e.g., payment of rent, utility bills, etc.). Also include any distributions to the student from a 529 plan owned by someone other than the student or student’s parents.</td>
<td>$</td>
</tr>
<tr>
<td>Other Untaxed Income (e.g., untaxed portions of health savings accounts, Railroad Retirement Benefits) Please specify source</td>
<td>$</td>
</tr>
</tbody>
</table>

### Certification and Signature

Each person signing below certifies that all of the information reported is complete and correct.  
**Warning:** If you purposely give false or misleading information you may be fined, be sentenced to jail, or both.

Print Student’s Name: ___________________________  Student’s NSAD ID/SSN: ___________________________

Student’s Signature (Required) ___________________________  Date ____________

Spouse’s Signature (Optional) ___________________________  Date ____________

Office of Financial Aid • NewSchool of Architecture and Design • 1249 F St., San Diego, CA 92101 • 619-684-8818 • Fax 619-684-8880  Revised 3.07.14