

NewSchool of Architecture and Design

2018-2019 Verification Worksheet – Dependent Student

Student Name:	NSAD ID/SSN:
Address:	Daytime Phone Number:
City/State/Zip Code:	Date of Birth:

Your 2018-2019 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 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 parent’s household. Include:



- The student.
- The parents (including a stepparent) even if the student doesn’t live with the parents.
- The parents’ other children if the parents will provide more than half of the children’s support from July 1, 2018, through June 30, 2019, or if the other children would be required to provide parental information if they were completing a FAFSA for 2018-2019. Include children who meet either of these standards, even if a child does not live with the parents (do not include foster children (unless kinship foster care)).
- Other people if they now live with the parents and the parents provide more than half of the other person’s support and will continue to provide more than half of that person’s support through June 30, 2019.

Full First and Last Name of ALL Student’s Household Members	Age	Relationship to Student	Full Name of College if enrolled any time between July 1, 2018 and June 30, 2019. (Do not list names of Elementary or High Schools)	Will household member be enrolled at least Half Time in College (Yes/No)
		<i>SELF</i>	<i>NewSchool of Architecture and Design</i>	<i>YES</i>

We may require additional documentation if we have reason to believe that the information regarding the household members enrolled in eligible postsecondary educational institutions is inaccurate

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Step 2 – Financial Information – TAX RETURN FILERS

Check the box that applies:

Student	Parent	
		<p>A. The student and/or parents <u>used</u> the IRS DRT (IRS Data Retrieval Tool) in FAFSA on the Web to transfer 2016 IRS income tax return information into the student’s FAFSA.</p>
		<p>B. The student and/or parents have <u>not yet used</u> the IRS DRT (IRS Data Retrieval Tool) in FAFSA on the Web but will use the tool to transfer 2016 IRS income tax return information into the student’s FAFSA.</p> <ul style="list-style-type: none"> • Available on the IRS Web site at www.irs.gov.
		<p>C. The student and/or parents are <u>unable or chooses not to use</u> the IRS DRT (IRS Data Retrieval Tool) in FAFSA on the Web, and instead will <u>provide the school with a 2016 IRS Tax Return Transcript(s)</u>.</p> <ul style="list-style-type: none"> • Available on the IRS Web site at www.irs.gov. <p style="text-align: center;">OR</p> <ul style="list-style-type: none"> • Available from the IRS by calling 1-800-908-9946.
		<p>D. The student and/or parents are required to file a 2016 IRS income tax return and have been granted a filing extension by the IRS. You must provide:</p> <ul style="list-style-type: none"> • A copy of IRS Form 4868, “Application for Automatic Extension of Time to File U.S. Individual Income Tax Return” that was filed with the IRS for tax year 2016; • A copy of the IRS’s approval of an extension beyond the automatic six-month extension for tax year 2016; • Verification of Non-Filing Letter (confirmation that the tax return has not yet been filed) from the IRS or other relevant tax authority dated on or after October 1, 2017; • A copy of IRS Form W-2 for each source of employment income received for tax year 2016 and, • If self-employed, a signed statement certifying the amount of the individual’s Adjusted Gross Income (AGI) and the U.S. income tax paid for tax year 2016.
		<p>E. The student and/or parents filed a Non-IRS 2016 income tax return. You must provide:</p> <ul style="list-style-type: none"> • A tax filer who filed an income tax return with Guam, the Commonwealth of the Northern Mariana Islands, the Commonwealth of Puerto Rico and the U.S. Virgin Islands may provide a signed copy of his or her income tax return that was filed with the relevant tax authority. However, if we question the accuracy of the information on the signed copy of the income tax return, the tax filer must provide us with a copy of the tax account information issued by the relevant tax authority before verification can be completed. • A tax filer who filed an income tax return with the tax authority for American Samoa must provide a copy of his or her tax account information. • A tax filer who filed an income tax return with tax authorities not mentioned above, i.e. a foreign tax authority, and who indicates that he or she is unable to obtain the tax account information free of charge, must provide documentation that the tax authority charges a fee to obtain that information, along with a signed copy of his or her income tax return that was filed with the relevant tax authority.
		<p>F. The student and/or parents were a victim of IRS tax-related identity theft. You must provide:</p> <ul style="list-style-type: none"> • A Tax Return DataBase View (TRDBV) transcript obtained from the IRS, or any other IRS tax transcript(s) that includes all the income and tax information required to be verified; and • A statement signed and dated by the tax filer indicating that he or she was a victim of IRS tax-related identity theft and that the IRS is aware of the tax-related identity theft.

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Step 3 – Financial Information - NONTAX FILERS

****Only complete this section if the student will not file and is not required to file a 2016 income tax return with the IRS or a parent will not file and is not required to file a 2016 income tax return with the IRS.****

Parents must provide documentation from the IRS or other relevant tax authority dated on or after October 1, 2017 that indicates a 2016 IRS income tax return was not filed with the IRS or other relevant tax authority.

- To obtain the IRS Verification of Non-Filing Letter, you can either use the IRS “Get Transcript Online” tool (if you have filed taxes in the past) or complete IRS Form 4506-T, check box 7 and submit the completed form to the IRS. Both Form 4506-T and the online tool can be found at www.irs.gov.

Check the boxes that apply:

- The student and/or parents were not employed and had no income earned from work in 2016. *Parent’s IRS Verification of Non-Filing Letter must be submitted to the Office of Financial Aid if the student’s parents did not file taxes.*
- The student and/or parents will not file taxes but were employed in 2016 and have listed below the names of all employers, the amount earned from each employer in 2016, and whether an IRS W-2 form is provided (list every employer even if they did not issue an IRS W-2 form). *All copies of 2016 IRS W-2 forms along with the IRS Verification of Non-Filing Letter (parents only, if applicable) must be submitted to the Office of Financial Aid.*
 - ◆ If you do not have a copy of your W-2, you must obtain an IRS Wage and Income Transcript or contact your employer for a duplicate copy. If you are still not able to supply a copy of your W-2, you must submit a separate signed statement and include supporting documentation stating why you are unable to provide your W-2 information.

Employer’s Name	2016 Annual Amount Earned	IRS W-2 Provided?
ABC Shipping (example)	\$1,280	Yes

****If more space is needed, provide a separate page with the student’s name and ID number at the top.****

Step 4 – Certification and Signatures

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, sent to prison, or both.*

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

Student’s Signature (Required) Date Parent’s Signature (Required) Date