

NewSchool of Architecture and Design

2020-2021 Verification Worksheet – Independent Student

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

Your 2020-2021 Free Application for Federal Student Aid (FAFSA) was selected for review in a process called verification. The law says that before offering 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 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, 2020 through June 30, 2021, even if a child does not live with the student (do not include foster children (unless kinship foster care)).
- Other people if they now live with the student and the student or spouse provides 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, 2021.

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, 2020 and June 30, 2021. (Do not list names of elementary or high schools)	Will household member be enrolled at least half time in college (Yes/No)
		SELF	NewSchool of Architecture and Design	YES

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	Spouse	
		<p>A. The student and/or spouse <u>used</u> the IRS DRT (IRS Data Retrieval Tool) in <i>FAFSA on the Web</i> to transfer 2018 IRS income tax return information into the student’s FAFSA. *RECOMMENDED OPTION*</p>
		<p>B. The student and/or spouse <u>have not yet used</u> the IRS DRT (IRS Data Retrieval Tool) in <i>FAFSA on the Web</i> but will use the tool to transfer 2018 IRS income tax return information into the student’s FAFSA. *RECOMMENDED OPTION*</p>
		<p>C. The student and/or spouse is <u>unable or chooses not to use</u> the IRS DRT (IRS Data Retrieval Tool) in <i>FAFSA on the Web</i>, and instead will <u>provide the school with a signed copy of their 2018 1040 Tax Return and ALL SCHEDULES (new for 2020-21)</u>. (If you did not retain a copy of your 2018 1040 Tax Return, you must obtain a 2018 IRS Tax Transcript at www.irs.gov or by calling 1-800-908-9946).</p>
		<p>D. The student and/or spouse are required to file a 2018 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 the IRS’s approval of an extension beyond the automatic six-month extension for tax year 2018, e.g. IRS Form 2350; • Verification of Nonfiling 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, 2019; • A copy of IRS Form W-2 for each source of 2018 employment income received and, • If self-employed, a signed statement certifying the amount of Adjusted Gross Income (AGI) and U.S. income tax paid for tax year 2018.
		<p>E. The student and/or spouse filed a Non-IRS 2018 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 spouse 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 if unable to obtain a TRDBV, an equivalent document provided by the IRS or a copy of the signed 2018 income tax return and applicable schedules the individual filed with the; and • A statement signed and dated by the tax filer indicating that they were 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 and/or spouse will not file and is not required to file a 2018 income tax return with the IRS****

Students and their spouse (if applicable) must provide documentation from the IRS or other relevant tax authority dated on or after October 1, 2019 that indicates a 2018 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.
- If you or your spouse are unable to obtain the Verification of Non-filing letter from the IRS, you may submit a signed statement certifying that you attempted to obtain the Verification of Non-filing from the IRS or other relevant tax authority and was unable to obtain the required documentation. The signed statement must also indicate that you did not file a 2018 income tax return.
 - You must state in your signed statement that you do not have a Social Security Number (SSN) an Individual Taxpayer Identification Number, or an Employer Identification Number (if applicable); since this will prevent individuals from being able to obtain a Verification of Non-filing letter from the IRS.

Check the boxes that apply:

Student	Spouse	
		A. The student and spouse were not employed and had no income earned from work in 2018.
		<p>B. The student and/or spouse will not file taxes but were employed in 2018 and have listed below the names of all employers, the amount earned from each employer in 2018, and whether an IRS W-2 form is provided (list every employer even if they did not issue an IRS W-2 form).</p> <p><i>You must submit all copies of your 2018 W-2s. 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 can submit a separate signed statement and include supporting documentation stating why you are unable to provide your information.</i></p> <p style="text-align: center;">YOU MUST COMPLETE THE CHART BELOW IF YOU CHECKED BOX B</p>

Employer’s Name	2018 Earned Amount	IRS W-2 Provided	W-2 for Student or Spouse
<i>ABC Shipping (example)</i>	<i>\$1,280</i>	<i>Yes</i>	<i>Spouse</i>

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 NewSchool ID/SSN _____

Student’s Signature (Required) _____ Date _____