

V5 Verification Worksheet 2023–2024

**NEW YORK INSTITUTE
OF TECHNOLOGY**

Your 2023–2024 Free Application for Federal Student Aid (FAFSA) was selected for review in a process called verification. In this process, New York Institute of Technology's Office of Financial Aid will be comparing information from your FAFSA with copies of your (and, if applicable, your spouses or parents') tax information as provided by the IRS. The law states that we have the right to ask you for this information before awarding federal aid (CFR 668.51). If there are differences between your FAFSA data and other requested documents, you or New York Institute of Technology may need to make corrections.

1. Please complete, sign, and return this worksheet, along with any other documentation requested by the Office of Financial Aid.
2. If you did not enter your tax information on your FAFSA through the IRS Data Retrieval Tool (DRT), or you used the IRS DRT and made subsequent corrections to your return, you must submit a **Tax Return Transcript**. To obtain a Tax Return Transcript from the IRS, please visit IRS.gov and click "Get My Tax Records." You may also call 800.908.9946 or order one by mail using IRS Form 4506-T. (Request for Transcript of Tax Return). There is no fee for a transcript. Non-tax filers may be asked to submit a "Verification of Non-filing" letter by submitting Form 4506-T to the IRS. The IRS will then send the non-tax filer a "Verification of Non-filing" letter. The non-tax filer will then send the actual "Verification of Non-filing" letter to New York Institute of Technology.
3. Please submit the transcript to New York Tech's Office of Financial Aid with your full name and student ID clearly marked on each page. If you are unable to use the IRS Data Retrieval Tool (DRT) or obtain a Tax Return Transcript, you may submit a signed copy of the 2021 income tax return and all applicable schedules.

A. STUDENT INFORMATION

Last name	First name	M.I.
Address	Apt #	Country
City	State	Zip code
Email		
Student ID	Date of birth	MM/DD/YYYY
Phone number	Alternate phone number	

B. DEPENDENCY AND FAMILY INFORMATION

Check this box if any of the following apply to you:

– You were born before 1/1/2000.	– Both of your parents are deceased or you are an orphan or Ward of the Court.
– You were married when you filed your 2023–24 FAFSA application.	
– You will be enrolled in a master's or doctorate program.	– You are or were an emancipated minor as determined by your state.
– You are currently on active duty in the U.S. Armed Forces.	– You are or were in legal guardianship as determined by your state.
– You are a veteran of the U.S. Armed Forces.	– You have dependents who will receive more than half of their support from you.

Check this box if you were under 21 at any point after 07/01/2022, and you were a youth runaway, an unaccompanied homeless youth, or self-supporting and at risk of being a homeless youth.

If you checked a box above, you are an Independent student. On the following grid, only include yourself.

If you have other people living in your household, then include:

- Yourself, your spouse, and your children (if you will provide more than half of their support from July 1, 2023 through June 30, 2024)
- Other people (if they live with you, you provide more than half of their support, and will continue to provide more than half of their support from July 1, 2023 through June 30, 2024).

If you did not check either box above, you are a Dependent student. On the following grid, include only the people in your parent(s)' household, including:

- Yourself and your parent(s), including stepparents, even if you don't live with your parent(s), and
- Your parent(s)' other children, even if they don't live with your parent(s), **if** (a) your parent(s) will provide **more than half** of their support from July 1, 2023 through June 30, 2024, **or** (b) the children would be required to provide parental information when applying for Federal Student Aid
- Other people if they now live with your parent(s) and your parent(s) provide more than half of their support and will continue to provide more than half of their support from July 1, 2023 through June 30, 2024
- In addition, write in the name of the college for any household member who will be attending college **at least half time** and be enrolled in a degree, diploma, or certificate program from July 1, 2023 through June 30, 2024. If you need more space, attach a separate page.

Student ID number

Full name	Age	Relationship	College
		Self	New York Institute of Technology

C. TAX FORMS AND INCOME INFORMATION

DEPENDENT STUDENTS	INDEPENDENT STUDENTS
Check the box of those who filed taxes in 2021	Check the box of those who filed taxes in 2021
Student Your Parent(s)	Student Your Spouse
Student Used Data Retrieval Tool on FAFSA	Student Used Data Retrieval Tool on FAFSA
Parent Used Data Retrieval Tool on FAFSA	Spouse Used Data Retrieval Tool on FAFSA

D. TAX FORM NON-FILERS AND INCOME INFORMATION

If you DID NOT FILE and are not required to file a 2021 tax return, list your employer(s) and any income received in 2021 below. Confirmation of non-filing from the IRS dated on or after October 1, 2022 may be asked of you if you did not work and were not required to file a 2021 tax return. The only way to get this letter is to complete Form 4506-T, available at www.irs.gov/pub/irs-pdf/f4506t.pdf for each person, then fax or mail it to the IRS (please see Form 4506-T for mailing address and fax number). Once you receive the "Verification of Non-filing" letter back from the IRS, please submit it to New York Tech's Office of Financial Aid.

DEPENDENT STUDENTS	INDEPENDENT STUDENTS
Check the box of those who did not file and were not required to file taxes in 2021	Check the box of those who did not file and were not required to file taxes in 2021
Student Your Parent(s)	Student Your Spouse

Please submit the W-2 forms associated with this information. If you and your parents/spouse filed a tax return in 2021, you do not need to complete this section:

Name of employer	Student amount earned in 2021	Parent(s)/spouse amount earned in 2021

If you have or will file a tax extension, you must submit IRS Form 4868 along with all W-2 forms or a signed statement verifying AGI and tax paid if you are self-employed. Tax filers who filed an income tax return with a taxing authority in a U.S. territory or commonwealth, or with a foreign central government, must submit a copy of a transcript of their tax information.

E. DOCUMENTATION OF IDENTITY/STATEMENT OF EDUCATIONAL PURPOSE

In order to complete the verification process, you **must** appear in person at the Office of Financial Aid to verify your identity by presenting a valid, unexpired government issued photo identification (ID), such as, but not limited to, a driver's license, other state-issued ID, or passport. New York Tech will maintain a copy of your ID that is annotated with the date it was received and the name of the official at New York Tech authorized to collect your ID.

In addition, you must sign the following in the presence of the New York Tech official.

STATEMENT OF EDUCATIONAL PURPOSE

I certify that I, _____ (*print student's name*), am the individual signing this Statement of Educational Purpose and that the federal student financial assistance I may receive will only be used for educational purposes and to pay the cost of attending New York Institute of Technology for 2023–2024.

Student's signature

Date

Financial aid administrator

Date

MM/DD/YYYY

MM/DD/YYYY

Student ID number

NOTE: If you cannot appear in person to complete section E, you must provide a notarized Statement of Educational Purpose Form along with a signed, written statement indicating the reasons for your non-availability.

F. SIGNATURES

Each person signing below certifies that all of the information reported is complete and correct. The student and (if dependent) one parent whose information was reported on the FAFSA must sign and date. **WARNING: If you purposely give false or misleading information you may be fined, be sentenced to jail, or both.**

Student's signature

Date

MM/DD/YYYY

Parent's signature

Date

MM/DD/YYYY

PLEASE RETURN THIS FORM TO THE OFFICE OF FINANCIAL AID

Long Island Campus

Northern Boulevard, P.O. Box 8000

Old Westbury, N.Y. 11568-8000

Phone: 516.686.7680 **Fax:** 516.686.7997**New York City Campus**

16 West 61st Street

New York, N.Y. 10023-7692

Phone: 212.261.1590 **Fax:** 212.261.1501

Email: finaid@nyit.edu **Financial Aid Secure Submission Form:** nyit.edu/finaidsecureid
