



2017-2018 STANDARD VERIFICATION WORKSHEET (V1)

Your 2017-2018 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 and your parents (if dependent) reported on your FAFSA. To verify that you provided correct information, we must compare your FAFSA with the information on this worksheet and with any other required documents. If there are differences, your FAFSA information may need to be corrected. Your eligibility for Federal Student Aid cannot be determined until you submit all the required documents. **Submit all documents immediately.** All documents with the appropriate signature must be submitted within 120 days of your last date of attendance (fall or spring semester) at City Tech. Submit all documents to the Financial Aid Office of City Tech.

What You Should Do:

1. Obtain a **2015 Federal IRS Tax Return Transcript and IRS W-2 Form** for yourself, your spouse (if married) or your parents/step-parent (if dependent). You may order a **TAX RETURN TRANSCRIPT** from the Internal Revenue Service online at www.irs.gov/individuals/get-transcript or by phone at 1-800-908-9946. Make sure you select an IRS Tax **Return** Transcript and **NOT** the IRS **Account** Transcript.
2. If you or spouse (married) or your parents (if dependent) had income earned from work in 2015, but did not and were not required to file a tax return, you must provide a **2015 Verification of Non-Filing letter** dated on or after October 1, 2016, and all **W-2 forms** for tax year 2015 issued to you or spouse (if married) or parents (dependent) by your employers.
3. You and at least one parent (if dependent) must complete and sign this worksheet. Attach any required documents and submit the worksheet and other required documents to the Financial Aid Office. 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.
4. We cannot make any federal financial aid payments to you or process a student loan request until all verification requirements have been met and the necessary corrections have been made.
5. Submit the completed worksheet, IRS tax return transcripts, and any other documents to the Financial Aid Office.
6. When all the information has been reviewed and any necessary corrections made, you will be notified about your financial aid awards.

A. STUDENT AND FAMILY INFORMATION

Last name	First name	M.I.	Social security number	EMPLID#
Address (include apt. #)			Date of birth	
City	State	ZIP	Phone number (include area code)	

INDEPENDENT STUDENTS: List the people that you (and your spouse if married) will support between July 1, 2017 and June 30, 2018. Include yourself, your spouse (if you are married), and your dependent children if you or (your spouse) provide more than half of their support, even if they don't live with you. Include other people only if they now live with you and you provide more than half of their support and will continue to provide more than half of their support through June 30, 2018.

DEPENDENT STUDENTS: List the people that your parents will support between July 1, 2017 and June 30, 2018. Include yourself, your parents, and your parents' other children if (a) your parents provide more than half of their support or (b) the children who would be required to provide parental information when applying for Federal Student Aid, even if they don't live with parent(s). Include other people only if they now live with your parents and receive, and will continue to receive, more than half of their support from them through June 30, 2018.

Write the names of **all** family members who meet the definitions above including **yourself**. Also, write the name of the college for any family member, excluding your parent(s) (if dependent), who will be attending college at least half-time between July 1, 2017 and June 30, 2018 and will be enrolled in a degree or certificate program at an eligible postsecondary educational institution. If you need more space, attach a separate page.

NAME	AGE	RELATIONSHIP	COLLEGE
		SELF	New York City College of Technology

B. STUDENT’S (AND SPOUSE’S) INCOME & BENEFITS INFORMATION

Note: Notify the Office of Financial Aid if you and your parent (dependent) had a change in marital status after December 31, 2015 or filed (or will file) an amended 1040X 2015 IRS tax return.

Check the appropriate boxes below and provide the requested information and documents:

- I/we used the IRS Data Retrieval Tool to transfer my/our 2015 income information to my FAFSA and made no further changes to the information.
- I/we did not (or could not) use the IRS Data Retrieval Tool to transfer my/our 2015 income information to my FAFSA. I/we have attached a copy of my/our **2015 IRS Tax Return Transcript(s)**.
- I/we were not employed and had no income earned from work in 2015. I/we have attached a **2015 Verification on Non-Filing Letter** to this worksheet
- I/we were employed in 2015 and were not required to file a 2015 Federal Income Tax Return. Below, list the names of all employers and the amounts earned from work in 2015 even if you do not have IRS W-2 Form or IRS 1099 form. I/we have attached a **2015 Verification on Non-Filing Letter** to this worksheet

Employer’s Name	W-2 or 1099 Attached (YES OR NO)	2015 Amount Earned
Total Amount of Income Earned from Work		\$

Provide documentation from the IRS or other relevant tax authority dated on or after October 1, 2016 that indicates a 2015 IRS income tax return was not filed with the IRS or other relevant tax authority

C. PARENTS’ INCOME & BENEFITS INFORMATION

Check the appropriate boxes below and provide the requested information and documents:

- I/we used the IRS Data Retrieval Tool to transfer my/our 2015 income information to the FAFSA and made no further changes to the information.
- I/we did not (or could not) use the IRS Data Retrieval Tool to transfer my/our 2015 income information to the FAFSA. I/we have attached a copy of my/our **2015 IRS Tax Return Transcript(s)**.
- I/we were not employed and had no income earned from work in 2015. I/we have attached a **2015 Verification on Non-Filing Letter** to this worksheet
- I/we were employed in 2015 and were not required to file a 2015 Federal Income Tax Return. Below, list the names of all employers and the amounts earned from work in 2015 even if you do not have IRS W-2 Form or IRS 1099 form. I/we have attached a **2015 Verification on Non-Filing Letter** to this worksheet

Employer Name	W-2 or 1099 Attached (YES OR NO)	2015 Amount Earned
Total Amount of Income Earned from Work		\$

Provide documentation from the IRS or other relevant tax authority dated on or after October 1, 2016 that indicates a 2015 IRS income tax return was not filed with the IRS or other relevant tax authority.

It is the policy of City Tech to recruit, employ, retain, promote, and provide benefits to employees and to admit and provide services for students without regard to race, color, national or ethnic origin, religion, age, sex, sexual orientation, gender identity, marital status, disability, genetic predisposition or carrier status, alienage, citizenship, military or veteran status, unemployment status or status as a victim of domestic violence.

D. CERTIFICATION

Each person signing this worksheet certifies that all the information reported on it is complete and correct. The student and one parent must sign and date. If married, the spouse’s signature is optional. I/we (if dependent) understand that if I/we purposely give false or misleading information, I/we could be fined, jailed, or both.

Student’s Signature

Date

Parent’s Signature

Date