



# Independent Student

**IV-1**  
**Verification Worksheet**  
**2025-2026**

**PLEASE PRINT CLEARLY**

<b>1. Student Information</b>			
Last Name	First Name	M.I.	FIT ID @
Home Phone	Cell Phone	Email	

**2. Household Information - DO NOT LEAVE THIS SECTION BLANK.**

Yourself (Your Name) \_\_\_\_\_

Your Spouse's Name (if you are married) \_\_\_\_\_

Name of your Spouse's college/school (if attending): \_\_\_\_\_

You and your spouse's dependent children **if you will provide more than 50% of their financial support** between July 1, 2025, and June 30, 2026, even if they live apart from the parents due to a qualifying temporary absence under IRS code, such as due to college enrollment.

Name	Age	Relationship
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Other people if they live with you **AND you will provide more than 50% of their financial support** between July 1, 2025 and June 30, 2026.

Name	Age	Relationship
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**3. Student Income Information**

1. **If the student filed a 2023 tax return and was unable to transfer data through the FAFSA via the FA-DDX: The student MUST submit their 2023 federal tax information.** See the instructions on “How to Provide Your Tax Information” on the last page of this form.
2. **If the student did not file a 2023 tax return: They must submit a Statement of Non-Filing Form.** The form can be downloaded from the Financial Aid Checklist and uploaded via the Financial Aid Document Upload link on the FIT portal. The student must submit copies of all W-2s and/or equivalent documentation with the form.

**4. Spouse Income Information**

1. **If the spouse filed a 2023 tax return and was unable to transfer data through the FAFSA via the FA-DDX: The parent MUST submit their 2023 federal tax information.** See the instructions on “How to Provide Your Tax Information” on the last page of this form.
2. **If the spouse did not file a 2023 tax return: They must submit a Statement of Non-Filing Form.** The form can be downloaded from the Financial Aid Checklist and uploaded via the Financial Aid Document Upload link on the FIT portal. The parent(s) must submit copies of all W-2s and/or equivalent documentation with the form.

**5. Certification and Signatures**

**Each person signing this worksheet certifies that all of the information reported on it is complete and correct. The student, and if married, their spouse must sign and date.**

WARNING: If you purposely give false or misleading information on this worksheet, you may be fined, be sentenced to jail, or both.

\_\_\_\_\_  
**Student** (Typed signatures are not accepted.)

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Spouse** (Typed signatures are not accepted.)

\_\_\_\_\_  
**Date**

Documents should be uploaded to the “Financial Aid Document Upload” link on the FIT portal [Myfit.fitnyc.edu](https://myfit.fitnyc.edu). For directions on how to upload documents to this link, go to [fitnyc.edu/fadocsupload](https://fitnyc.edu/fadocsupload).

## HOW TO PROVIDE YOUR TAX INFORMATION

### U.S. TAX RETURN FILERS

1. To obtain a 2023 IRS Tax Return Transcript, go to [irs.gov/individuals/get-transcript](https://irs.gov/individuals/get-transcript). Be sure to request the “IRS Tax Return Transcript” not the “IRS Tax Account Transcript”.
  - Get Transcript by Mail – Go to [www.irs.gov](https://www.irs.gov), click "Get Your Tax Record." Click “Get Transcript by Mail.” Make sure to request the “Return Transcript” and **NOT** the “Account Transcript.” The transcript is generally received within 10 business days from the IRS’s receipt of the online request.
  - Get Transcript Online – Go to [www.irs.gov](https://www.irs.gov), click "Get Your Tax Record." Click “Get Transcript Online.” Make sure to request the “Return Transcript” and **NOT** the “Account Transcript.” To use the Get Transcript Online tool, the user must have
    - a) access to a valid email address,
    - b) a text-enabled mobile phone (pay-as-you-go plans cannot be used) in the user’s name, and
    - c) specific financial account numbers (such as a credit card number or an account number for a home mortgage or auto loan). The transcript is displayed online upon successful completion of the IRS’s two-step authentication.
  - Automated Telephone Request – 1-800-908-9946. The transcript is generally received within 10 business days from the IRS’s receipt of the telephone request.
  - Paper Request Form – IRS Form 4506T-EZ or IRS Form 4506-T. The transcript is generally received within 10 business days from the IRS’s receipt of the paper request form.

OR

2. Submit a signed copy of your 2023 Federal Tax Return including all schedules.

### FOREIGN TAX FILERS

If you filed a 2023 tax return in a country other than the U.S., you must provide a transcript obtained at no cost from or a signed copy and all applicable schedules of the tax information submitted to, the relevant tax authority. This must be translated into English and converted into U.S. dollars. To download the “**Foreign Tax Return Conversion Form**” go to the Financial Aid Checklist on the FIT portal [myfit.fitnyc.edu](https://myfit.fitnyc.edu).

Documents should be uploaded to the “**Financial Aid Document Upload**” link on the FIT portal [Myfit.fitnyc.edu](https://Myfit.fitnyc.edu). For directions on how to upload documents to this link, go to [fitnyc.edu/fadocsupload](https://fitnyc.edu/fadocsupload).