

Your application was selected for a process called “Verification”. This process is to confirm that the correct information was reported on the FAFSA. If there are differences between your FAFSA information and your verification documents, RIT is required to correct the FAFSA.

Please **do not leave any questions blank and remember to sign this Worksheet**. Submit the completed worksheet, tax forms, and any other requested documents to:

RIT Office of Financial Aid and Scholarships  
 56 Lomb Memorial Drive, Rochester NY 14623-5604  
 Fax: 585-475-7270 Email: [ritaaid@rit.edu](mailto:ritaaid@rit.edu) or [ntidaid@rit.edu](mailto:ntidaid@rit.edu)

**In addition to submitting this Verification Worksheet you will need to provide the following:**

- Signed copies of 2017 income tax returns that were submitted to the IRS or other tax authorities

Or, if no tax returns were required to be filed and there were earnings from employment

- Copies of 2017 IRS W-2 statements for each source of employment in 2017

Tax filers who are victims of identity theft, who filed with a foreign government, or who amended their tax returns can find a listing of the required verification documents under “[Policies and Information](#)” on our website at [www.rit.edu/financialaid](http://www.rit.edu/financialaid).

**A. Student Information**

Last Name	First name	M.I.
Address (include apt. no.)		
City	State	Zip Code

University ID (or social security number)
Date of birth
Phone number (include area code)

**B. Family Information**

List the people in your (student) **primary** household. This should be the household information reported on the FAFSA. Include:

- Yourself
- Your spouse
- Your children, if you will provide more than half of their support between July 1, 2019 and June 30, 2020
- Other people 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, 2020.

Write the name of the college for any household member, who will be attending college at least half time, in a program that leads to a college degree or certificate.

**(DO NOT LEAVE BLANK)**

Full Name	Age	Relationship to Student (Do Not Report “Other”)	Name of College Attending (Between 7/1/ 2019 and 6/30/2020)
		<b>SELF</b>	<b>RIT</b>

### **C. Student Income Information**

1. **If the student completed a 2017 income tax return (includes 2017 IRS Form 1040, 1040A, 1040EZ, a tax return from Puerto Rico or a foreign income tax return) check the box below that applies:**

- The student completed the IRS data retrieval process either on the initial FAFSA or when making corrections to the FAFSA.
- The student is attaching a signed copy of a 2017 income tax return.

2. **If the student did not file and is not required to file a 2017 income tax return check the box below that applies.**

- The student was not employed and had no income earned from work in 2017.
- The student was employed in 2017 and list below the names of all employers and the amount earned from each employer in 2017. Attach copies of all 2017 IRS W-2 forms issued to the student by their employer(s).

Provide documentation from the IRS or other tax authority that indicates a 2017 income tax return was not filed. Online requests for Verification of Nonfiling Letter from IRS can be obtained by going to [irs.gov/individuals/get-transcript](http://irs.gov/individuals/get-transcript). You can also print Form 4506-T from the IRS and mail the request to the IRS.

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

Employer's Name	Annual Amount Earned in 2017
	\$
	\$
	\$

### **D. Spouse's Income Information (if unmarried, skip to section E)**

1. **If the student's spouse completed a 2017 income tax return (includes 2017 IRS Form 1040, 1040A, 1040EZ, a tax return from Puerto Rico or a foreign income tax return) check the box below that applies. IF NOT PLEASE SKIP AND CONTINUE TO #2.**

- The student's spouse completed the IRS data retrieval process either on the initial FAFSA or when making corrections to the FAFSA.
- The student's spouse is attaching a signed copy of a 2017 income tax return.

2. **If the student's spouse did not file and is not required to file a 2017 income tax return check the box below that applies.**

- The student's spouse was not employed and had no income earned from work in 2017.
- The student's spouse was employed in 2017 and list below the names of all employers and the amount earned from each employer in 2017. Attach copies of all 2017 IRS W-2 forms issued to the student by their employer(s).

Provide documentation from the IRS or other tax authority that indicates a 2017 income tax return was not filed. Online requests for Verification of Nonfiling Letter from IRS can be obtained by going to [irs.gov/individuals/get-transcript](http://irs.gov/individuals/get-transcript). You can also print Form 4506-T from the IRS and mail the request to the IRS.

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

Employer's Name	Annual Amount Earned in 2017
	\$
	\$
	\$

### **E. Sign this Worksheet**

Each person signing this form certifies that all the information reported on it is complete and correct. **Please upload this form and documentation, if applicable to [www.rit.edu/aid/upload](http://www.rit.edu/aid/upload) or mail to our office.**

\_\_\_\_\_  
Student (not electronic or digital)

\_\_\_\_\_  
Date

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