

**Upload Completed Form/Documents:**  
<http://www.njit.edu/financialaid/sites/financialaid/files/UploadingDocuments.pdf>  
**Mail or Fax:**  
 Student Financial Aid Services  
 NJIT - Student Mall, University Heights  
 Newark, NJ 07102 Fax: 973-596-2460

## Independent Verification Worksheet 2018–2019

Your Free Application for Federal Student Aid (FAFSA) was selected for review in a process called “Verification”. In this process, we will compare information from your FAFSA with the information provided on this form and other documents as necessary and if there are differences, we will make corrections. Per federal and state laws, we are required to request this information before disbursing federal and state aid. This may result in changes to your estimated financial aid awards and expected family contribution (EFC). After verification is completed, you will be notified if your estimated awards are revised. You must complete and sign this form and submit with other requested documents to the Office of Student Financial Aid Services. All sections must be completed to avoid delays in the processing of financial aid. We may request additional information/documentation after the initial review.

### STUDENT INFORMATION

\_\_\_\_\_

Student’s Name NJIT ID Phone Number

### FAMILY INFORMATION

- 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, 2018, through June 30, 2019, even if a child does not live with the student.
  - 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, 2019.

Also, include the name of the college for any household member, who will be enrolled, at least half time in a degree, diploma, or certificate program at an eligible postsecondary educational institution any time between July 1, 2018, and June 30, 2019. *If more space is needed, attach a separate page with the student’s name and NJIT ID at the top.*

Full Name	Age	Relationship	College/University Attended (Between July 1, 2018 & June 30, 2019)	Will be Enrolled at Least Half Time
<i>Missy Jones (example)</i>	<i>18</i>	<i>Sister</i>	<i>Central University</i>	<i>Yes</i>
		<i>Self</i>		

STUDENT/SPOUSE INCOME & TAX INFORMATION		
Student	Check the box that applies to the Student and Spouse (if married). If a joint tax return was filed, only complete the student section for the first two.	Spouse
<input type="checkbox"/>	I have used the IRS Data Retrieval Tool to transfer 2016 IRS income tax information into the FAFSA.	<input type="checkbox"/>
<input type="checkbox"/>	I have attached a copy of my 2016 IRS Tax Return Transcript OR 2016 Federal Income Tax Return (must be signed) with all the schedules.	<input type="checkbox"/>
<input type="checkbox"/>	I was not employed and had no income earned from work in 2016, was not required to and did not file a 2016 Federal Income Tax Return. You must attach the IRS Verification of Non-Filing letter for 2016 tax year dated on or after October 1, 2017. See instructions to request this letter <a href="http://www.njit.edu/financialaid/1819IRS.pdf">http://www.njit.edu/financialaid/1819IRS.pdf</a>	<input type="checkbox"/>

**STUDENT** was employed in 2016 but was not required to and did not file a 2016 tax return. Provide the names of all employers and the amount earned from each employer in 2016. You must attach copies of all 2016 W-2s. List every employer even if a W-2 was not issued. If W-2s are not available, explain the reason in a signed & dated statement.

Employer's Name	IRS W-2 Attached? (Yes or No)	Annual Amount Earned in 2016
<b>Total Amount of Income Earned From Work in 2016</b>		<b>\$</b>
<input type="checkbox"/> I have attached the IRS Verification of Non-Filing letter dated on or after October 1, 2017.		

**SPOUSE** was employed in 2016 but was not required to and did not file a 2016 tax return. Provide the names of all employers and the amount earned from each employer in 2016. You must attach copies of all 2016 W-2s. List every employer even if a W-2 was not issued. If W-2s are not available, explain the reason in a signed & dated statement.

Employer's Name	IRS W-2 Attached? (Yes or No)	Annual Amount Earned in 2016
<b>Total Amount of Income Earned From Work in 2016</b>		<b>\$</b>
<input type="checkbox"/> Spouse has attached the IRS Verification of Non-Filing letter dated on or after October 1, 2017.		

**ASSET INFORMATION**

- Do you or your spouse has Untaxed IRA Distributions or Untaxed Pensions to report?** [ ] No [ ] Yes  
**Untaxed IRA Distribution:** (2016 IRS Form 1040: lines 15a minus 15b or 1040A: lines 11a minus 11b)  
**Untaxed Pensions & Annuities:** (2016 IRS Form 1040: lines 16a minus 16b or 1040A: lines 12a minus 12b)

If yes, was any amount a rollover? [ ] No [ ] Yes  
 If yes, what amount was the rollover? \$ \_\_\_\_\_
- Do you or your spouse own rental/investment property? (DO NOT include primary residence unless a unit/portion is rented out)**  
 Please use separate sheet if more space is needed to answer the questions below (separate sheet must be signed and dated).

[ ] No [ ] Yes **If yes, please attach 2016 Federal Schedule E and Mortgage Balance Statement (as of the FAFSA filing date)**

How many rental/investment properties do you or your spouse own? \_\_\_\_\_ How many units are in each property? \_\_\_\_\_

Is your primary residence a unit of the above investment property? [ ] No [ ] Yes
- Do you or your spouse own a business (S-Corp or Partnership)?** [ ] No [ ] Yes **If yes, no. of employees:** \_\_\_\_\_

**If yes, please submit 2016 Federal Schedule E and 2016 Federal Schedule K-1.**

**CERTIFICATION AND SIGNATURE**

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. **Computer generated signatures are not acceptable.**

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Spouse Signature (Optional) \_\_\_\_\_ Date \_\_\_\_\_