



Dependent Student

DV-5
Verification Worksheet
2025-2026

PLEASE PRINT CLEARLY

1. Student Information			
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) _____

List your Parent(s), If your parent is remarried include step-parent (If divorced/separated only include the parent who provided the most financial support in the past 12 months)

Parent(s) Name	Relationship
_____	_____
_____	_____

List your siblings, **only if your parents 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.

Sibling(s) Name	Age	Relationship
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Other people if they are living with your parents **AND if your parents 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. Parent Income Information

- 1. If the parent(s) 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 parent(s) 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. Proof of Identity

The student is required to provide Proof of Identity in person at the Financial Aid Services Office (A212A) or by submitting a notarized Proof of Identity Form. For more information go to the “Financial Aid Checklist” on the FIT portal myfit.fitnyc.edu. For information on how to access your “Financial Aid Checklist” go to: fitnyc.edu/admissions/costs/financial-aid/apply/application-status.php

6. Certification and Signatures

Each person signing this worksheet certifies that all of the information reported on it is complete and correct. The student and one parent 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

Parent (Typed signatures are not accepted.)

Date

All documents must be uploaded to the “**Financial Aid Document Upload**” link on the FIT portal Myfit.fitnyc.edu. For directions on how to upload documents to this link go to 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. Be sure to request the “IRS Tax Return Transcript” not the “IRS Tax Account Transcript”.
 - Get Transcript by Mail – Go to 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, 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.