

Your Free Application for Federal Student Aid (FAFSA) was selected for 'verification'. Federal regulations state that before awarding Federal Student Aid, your school must verify the information you and your parent(s) reported on your FAFSA. To complete this verification process, we will compare your FAFSA information with the information on this worksheet and your parent's verification worksheet and other required documents. If there are differences, we will make the appropriate corrections to your FAFSA. After we have reviewed your documents, we may request additional information. If you have questions, please contact our office for assistance. **You must complete, print, sign this worksheet and submit all required documents to CWC's Rustler Central.**

STUDENT INFORMATION

Student's Last Name	Student's First Name	Student's M.I.	Student's CWC ID #	
Student's street address	Mailing address (if different)	City	State	Zip Code
Student's Date of Birth	Student's Email address	Home Telephone Number	Cell Number	

VERIFICATION OF 2015 INCOME FOR STUDENT TAX FILER

Instructions: Complete this section if the student filed or will file a 2015 IRS income tax return(s). **The best way to verify income is by using the IRS Data Retrieval Tool (IRS DRT) that is part of FAFSA on the Web at FAFSA.gov.** In most cases, no further documentation is needed to verify 2015 income information that was **transferred** into the student's FAFSA using the **IRS DRT (Data Retrieval Tool)** if that information was not changed by the FAFSA filer.

STUDENT TAX FILING INFORMATION – Check the box that applies:

- I **did use** the **IRS Data Retrieval Tool (DRT)** in my **FAFSA on the Web** to transfer my 2015 IRS income information into my FAFSA, either on the **initial FAFSA** or **when making a correction to the FAFSA**. NOTE: CWC will use the IRS DRT information that transferred in for this part of the verification process.
- I **did NOT use** the **IRS Data Retrieval Tool (DRT)** in my **FAFSA on the Web**, but I will log back into my FAFSA and make a correction to use the **IRS DRT** to transfer my 2015 IRS income information into my FAFSA.
- I was **unable or did not choose** to use the **IRS Data Retrieval Tool (DRT)** in my **FAFSA on the Web**, and instead I will order **and** submit my **2015 IRS Tax Return Transcript(s)**. To obtain the IRS Tax Return Transcript, use **any** of the following ways:
 - **Get Transcript by MAIL:** Go to www.irs.gov, under the Tools heading, click "Get a tax transcript." Click "Get Transcript by MAIL." Make sure to request the 2015 "IRS Tax Return Transcript" and **NOT** the "IRS Tax Account Transcript."
 - **Get Transcript ONLINE:** Go to www.irs.gov, under the Tools heading, click "Get a tax transcript." Click "Get Transcript ONLINE." Make sure to request the 2015 "IRS Tax Return Transcript" and **NOT** the "IRS Tax Account Transcript."
 - **Automated Telephone Request:** 1-800-908-9946 (the IRS will mail to the address on the return within 5 to 10 days).
 - **Paper Request Form:** IRS Form 4506T-EZ or IRS Form 4506-T (this form is available at www.irs.gov or at CWC Rustler Central).

In most cases, for electronic tax return filers, 2015 IRS income tax return information is available for the IRS DRT or the IRS Tax Return Transcript within 2–3 weeks after the 2015 electronic IRS income tax return has been accepted by the IRS. Generally, for filers of 2015 paper IRS income tax returns, the 2015 IRS income tax return information is available for the IRS DRT or the IRS Tax Return Transcript within 6–8 weeks after the 2015 paper IRS income tax return has been received by the IRS. Contact the financial aid office if more information is needed about using the IRS DRT or obtaining an IRS Tax Return Transcript.

- Check if your IRS Tax Return Transcript has been submitted or is attached to this worksheet.
- Check if your IRS Tax Return Transcript will be submitted later. Verification cannot be completed until **all** documents are received.

VERIFICATION OF 2015 INCOME FOR STUDENT NON-TAX FILER

The instructions and certifications below apply to the student who **will not** and is **not required** to file a 2015 income tax return with the IRS. **You will need to order a Verification of Non-Filing from the IRS by completing IRS Form 4506-T (form available at www.irs.gov or at CWC Rustler Central).**

STUDENT ‘NON-TAX FILER’ CERTIFICATION & SIGNED STATEMENT – Check the box that applies:

I certify that **I did NOT and I am NOT required** to file a 2015 federal tax return. **Student Signature:** _____

EARNINGS FROM WORKING IN 2015 (Student) - list below the names of all employers, the amount earned from each employer in 2015, and whether an IRS W-2 form is provided. **Submit copies of all 2015 IRS W-2 and 1099 forms issued to you by your employers.** List every employer even if the employer did not issue an IRS W-2 form (**you will need to request a duplicate copy from your employer or order wage and income statements from the IRS.**) **If you need more space, include information on a separate page, and (include student’s name and ID number on the top of the page).**

I certify that I was not employed and had no income earned from working in 2015. **Student Signature:** _____

STUDENT NON-FILER – LIST YOUR EARNING FROM WORKING IN 2015 - complete this section to confirm your wages **and** submit IRS W-2 and 1099 forms from **all** employers in 2015.

Student’s 2015 Employers were:	2015 Wages Earned	W-2 Attached?	Student’s 2015 Employers were:	2015 Wages Earned	W-2 Attached?
	\$	[] YES [] NO, ordering		\$	[] YES [] NO, ordering
	\$	[] YES [] NO, ordering		\$	[] YES [] NO, ordering

HIGH SCHOOL COMPLETION STATUS

Provide **one** of the following documents to indicate your high school completion status when you will begin college in 2017-18. **If you are not able to obtain the documentation listed below, please contact a financial aid staff member.**

- The student’s final **official** high school transcript with **final GPA and graduation date** sent directly to CWC or delivered in a sealed envelope from the issuing institution.
- Students who have received the equivalent of a high school diploma (GED, HiSET, TASC, or other State-authorized examination) must submit their official test scores (not the certificate).
- For a homeschooled student in a state where state law does not require the student to obtain a secondary school completion credential for homeschool (other than a high school diploma or its recognized equivalent), a transcript or the equivalent, signed by the student’s parent or guardian, that lists the secondary school courses the student completed and includes a statement that the student successfully completed a secondary school education in a homeschool setting.
- An academic **official** transcript that indicates the student successfully completed at least a two-year program that is acceptable for full credit toward a bachelor’s degree.

I have already submitted my high school completion documents to CWC.

STUDENT CERTIFICATION AND SIGNATURE

By signing this worksheet, I certify that all information reported is complete and correct. I also understand it is my responsibility to order and submit the appropriate documentation to verify my FAFSA information, such as: 2015 tax return transcript, 2015 verification of non-filing and 2015 W-2 or 1099 forms.

Student Signature: _____

Date: _____

Warning: If you purposely give false or misleading information on this worksheet, you will be reported to the Department of Education, you may be fined, sentenced to jail, or both.

Student's Full Name: _____

Student's CWC ID #: _____

2017-18 IDENTITY AND STATEMENT OF EDUCATIONAL PURPOSE

(Do not complete in advance – to be completed in the presence of a CWC Official OR in the presence of a Public Notary)

The student must appear in person at CENTRAL WYOMING COLLEGE to verify his or her identity by presenting an unexpired valid government-issued photo identification (ID), such as, but not limited to, a driver's license, other state-issued ID, or passport. The institution will maintain a copy of the student's photo ID that is annotated with the date it was received and reviewed, and the name of the official at the institution authorized to receive and review the student's ID.

In addition, the student must sign, in the presence of the institutional official or if unable to complete in person must be completed in the presence of a Notary Public, the Statement of Educational Purpose provided below.

Statement of Educational Purpose

I certify that I _____ am the individual signing this Statement of Educational Purpose
 (Print Student's Name)
 and that the Federal student financial assistance I may receive will only be used for educational purposes and to pay the cost of attending CENTRAL WYOMING COLLEGE for 2017-2018.

Student Signature: _____ Student's ID Number: _____ Date: _____

Central Wyoming College - Certificate of Acknowledgement (Office Use)

Student's Name: _____ Student's ID #: _____

Presented _____ CWC Official Signature: _____
 (Type of unexpired valid, government-issued photo ID) Date: _____

If the student is unable to appear in person at CWC to verify his or her identity, the student must provide to CWC:

- (a) A copy of the unexpired valid government-issued photo identification (ID) that is acknowledged in the notary statement below, or that is presented to a notary, such as, but not limited to, a driver's license, other state-issued ID, or passport; and
- (b) The original Statement of Educational Purpose provided above, which must be notarized. If the notary statement appears on a separate page than the Statement of Educational Purpose, there must be clear indication that that the Statement of Educational Purpose was the document notarized.

Public Notary - Certificate of Acknowledgement (to be completed if a student is not able to appear in person at CWC)

State of _____ City/County of _____

On _____, before me, _____
 (Date) (Notary's name)

personally appeared, _____
 (Printed name of signer)

and proved to me on basis of satisfactory evidence of identification _____ to
 (Type of unexpired government-issued photo ID provided)
 be the above named person who signed the foregoing instrument.

WITNESS my hand and official seal
 (seal)

 (Notary signature)

My commission expires on _____
 (Date)