

Your student's 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 both the student and parent(s) reported on the FAFSA. To complete this verification process, we will compare the FAFSA information with the information on this worksheet and other required documents. If there are differences, we will make the appropriate corrections to the student's FAFSA. After we have reviewed all documents, we may request additional information. If you have questions, please contact our office for assistance. **Submit all requested documents to 'CWC - ATTN: Rustler Central' by mail, deliver in person, email to records@cw.edu or fax to 307-855-2092.**

SECTION 1: STUDENT & PARENT INFORMATION

STUDENT'S FULL NAME: _____ SOCIAL SECURITY #: XXX – XX - _____ CWC ID #: _____

PARENT 1 FULL NAME: _____ PARENT 1– LAST 4 DIGITS OF SOCIAL SECURITY #: XXX – XX - _____

PARENT 1 DATE OF BIRTH: _____ PARENT 1 EMAIL: _____ PARENT 1 PHONE #: _____

PARENT'S MARITAL STATUS: _____ (Single, Married / Remarried, Separated, Divorced, Widowed) – DATE OF STATUS: _____

IF PARENT IS MARRIED/RE-MARRIED - PARENT 2 FULL NAME: _____ PARENT 2 SOCIAL SECURITY #: XXX – XX - _____

PARENT 2 DATE OF BIRTH: _____ PARENT 2 EMAIL: _____ PARENT 2 PHONE #: _____

PARENT'S MAILING ADDRESS: _____ CITY: _____ STATE: _____ ZIP: _____

SECTION 2: PARENT FAMILY INFORMATION

Number of Household Members – In the table below, list the people in the parent's household – include the following:

- **The student** (even if the student does not living with parent(s),
- **The parents** (including a stepparent if parent is re-married),
- **The parent / stepparent's other children** if the parents will provide more than half of the children's support from July 1, 2020 through June 30, 2021, or if the other children would be required to provide this parents information if they were completing a FAFSA for 2020–2021. Include children who meet either of these standards, even if a child does not live with the parents,
- **Other people** if they now live with the parents and the parents provide 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, 2021.

Number in College: Include in the space below information about any household member, excluding the parents, who is, or 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, 2020 and June 30, 2021, and include the name of the college.

Full Name	Age	Relationship to the student	College Name Attending	Will be enrolled at least half-time (Yes or No)

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

Parent’s Name: _____ Student’s Name: _____ Student’s CWC ID #: _____

SECTION 3: DID PARENT(S) FILE A 2018 INDIVIDUAL INCOME TAX RETURN WITH THE IRS?

YES, PARENT(S) DID FILE - COMPLETE THIS COLUMN

Important Note: The instructions below apply to each parent included in the household. Notify the financial aid office if the parents filed separate IRS income tax returns for 2018 or had a change in marital status after December 31, 2018. If the parent(s) filed separate 2018 IRS income tax returns, the IRS DRT cannot be used and the **2018 IRS Tax Return Transcript(s) or a signed copy of the 2018 IRS Form 1040 (with all schedules)** for **BOTH** parents must be submitted.

Instructions: Complete this section if the parents filed or will file a 2018 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 2018 income information that was transferred into the student’s FAFSA using the IRS DRT if that information was not changed. **Check the box that applies:**

The parents have used the IRS DRT in *FAFSA on the Web* to transfer 2018 IRS income tax return information into the student’s FAFSA. Go to the Certification / Signatures on page 3.

The parents have not yet used the IRS DRT in *FAFSA on the Web*, but will log back into the student’s FAFSA and use the tool to transfer 2018 IRS income tax return information into the student's FAFSA. Go to the Certification / Signatures on page 3.

The parents are unable or choose not to use the IRS DRT in *FAFSA on the Web*, and instead will provide the institution with a **2018 IRS Tax Return Transcript(s) or a signed copy of the 2018 Form 1040 (with all schedules)**.

The parent has filed a 2018 Amended IRS Income Tax Return (1040X). They must provide **TWO** documents: 1) a **signed copy of the 2018 IRS Form 1040X (Amended U.S. Individual Income Tax Return)** or documentation that the IRS made change(s), **and** 2) a **2018 IRS Tax Return Transcript** (that will include information from the original tax return), or any other IRS tax transcript(s) that includes all of the income and tax information required to be verified; **or a signed copy of the original 2018 IRS Form 1040 (with all schedules)** that was filed.

Check here if a **2018 IRS Tax Return Transcript(s) or a signed IRS Form 1040 (with all schedules)** has been submitted to CWC. Go to the Certification / Signatures on page 3.

Check here if a **2018 IRS Tax Return Transcript(s) or a signed IRS Form 1040 (with all schedules)** will be provided later. Estimated date of submission: _____. Go to the Certification / Signatures on page 3. Disbursement of funds will be delayed until all forms are submitted.

NO, PARENT(S) DID NOT FILE - COMPLETE THIS COLUMN

Instructions: The instructions below apply to each parent included in the household. Complete this section if the parents will not file and are not required to file a 2018 income tax return with the IRS. **Check the boxes that apply:**

Name of Parent 1: _____ was not employed and had no income earned from work in 2018. Go to the Certification / Signatures on page 3.

Name of Parent 1: _____ was employed in 2018 and have listed below the names of all employers, the amount earned from each employer in 2018, and whether an IRS W-2 form or an equivalent document has been submitted. List every employer even if the employer did not issue an IRS W-2 form. If parent did not receive a W-2, they will need to contact their employer and request a duplicate copy. If parent worked (odd jobs) and did not receive a W-2, the parent will need to submit a signed written statement documenting the name of the employer and the amount of the wages they received from working in 2018.

Name of Parent 1: _____	IRS W-2 Form or an Equivalent Document Has Been Submitted to CWC (Yes or No)	Annual Amount Earned in 2018
2018 Employer’s Name		

Total of 2018 Income Earned From Work		\$

Parent 1 2018 IRS W-2 forms have been submitted.

Parent 1 2018 IRS W-2 forms will be ordered and submitted at a later date. Estimated date of submission: _____. Disbursement of funds will be delayed until all forms are submitted.

IF PARENT IS MARRIED / RE-MARRIED & PARENT 2 DID NOT FILE

Name of Parent 2: _____ was not employed and had no income earned from work in 2018. Go to the Certification / Signatures on page 3.

Name of Parent 2: _____ was employed in 2018 and have listed below the names of all employers, the amount earned from each employer in 2018, and whether an IRS W-2 form or an equivalent document has been submitted. List every employer even if the employer did not issue an IRS W-2 form.

Parent’s Name: _____ Student’s Name: _____ Student’s CWC ID #: _____

2018 IRS TAX RETURN TRANSCRIPT / VERIFICATION OF NON-FILING / W-2 FORMS MAY BE OBTAINED BY CONTACTING THE IRS – SEE INFORMATION BELOW:

- 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 (1) access to a valid email address, (2) a text-enabled mobile phone (pay-as-you-go plans cannot be used) in the user’s name, and (3) specific financial account numbers (such as a credit card number or an account number for a home mortgage or auto loan). The transcript displays online upon successful completion of the IRS’s two-step authentication.
- Automated Telephone Request – Call the IRS’s automated telephone order line at 1-800-908-9946. The transcript is generally received within 10 business days from the IRS’s receipt of the telephone request. Listen carefully to the prompts.
- Paper Request Form – IRS Form 4506T-EZ or IRS Form 4506-T. Submit the request(s) in to CWC and we will fax it to the IRS for you. The transcript should arrive within 10 business days from the IRS’s receipt of the paper request form.

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, sent to prison or both.

PARENT 2 – NON-FILER INFORMATION CONTINUED FROM PAGE 2

If parent did not receive a W-2, they will need to contact their employer and request a duplicate copy of their W-2. If parent worked (odd jobs) and did not receive a W-2, parent will need to submit a signed written statement documenting the name of the employer and the amount of the wages they received from working in 2018.

Name of Parent 2: _____	IRS W-2 Form or an Equivalent Document Has Been Submitted to CWC (Yes or No)	Annual Amount Earned in 2018
2018 Employer’s Name		

Total of 2018 Income Earned From Work		\$

- Parent 2 2018 IRS W-2 forms have been submitted.
- Parent 2 2018 IRS W-2 forms will be ordered and submitted at a later date. Estimated date of submission: _____
Disbursement of funds will be delayed until all forms are submitted.

REMINDER: PARENT(S) WHO DID NOT FILE

Per Federal Student Aid, as of January 9, 2019, individuals are still required to attempt to obtain a Verification of Non-Filing (VNF) from the IRS. If both parents are non-filers, both parents must complete the IRS Form 4506-T requesting a Verification of Non-Filing from the IRS. Submit your request(s) to CWC and we will fax it to the IRS for you AND keep a copy on file documenting your attempt to obtain the VNF. The IRS should send you a VNF within 10 working days. If you do not receive it within the 10 days, please contact our office.

- Check here if BOTH parents have already ordered, received and submitted the 2018 Verification of Non-Filing(s) to CWC.
- Check here if a 2018 Verification of Non-Filing(s) has been ordered from the IRS. Date(s) ordered: _____
Disbursement of funds will be delayed until all forms are submitted.

SECTION 4: PARENT(S) CERTIFICATIONS AND SIGNATURES

By signing this worksheet, I/we certify that all of the information reported on all pages of this worksheet is complete and correct. We also understand that ALL required documents must be submitted before CWC can make any federal financial aid disbursements for 2020-2021 school year.

Parent 1 Signature Date

Parent 2 Signature (if married) Date