

The student's FAFSA has been selected for a review process called verification. The student and parents are to complete, sign and submit this verification document along with other requested documents **before** CWC can determine the student's eligibility for federal student aid. CWC will compare the original FAFSA data with the verification documents and if there are discrepancies, CWC will make corrections to the student's FAFSA. **Submit all requested documents in a timely manner to CWC Rustler Central in person, by mail (2660 Peck Avenue, Riverton, WY 82501), via secure email (records@cwcc.edu) or by fax (307-855-2092).**

STUDENT INFORMATION

Student's full name: _____ Last 4 digits of SS#: _____ CWC ID #: _____

Mailing address: _____ City: _____ State: _____ Zip Code: _____

Student's date of birth: _____ Email address: _____ Phone number: _____

Where will the student live when attending CWC? On-campus Off-Campus Other: _____

What is the student's college attendance history? Never attended college Attended CWC Attended other colleges - list the name of college and dates the student attended: _____

Include all school (community college, university, vocational, technical or dual / concurrent credits taken while in high school).
**** The student will also need to order 'official' transcripts from each of those schools / colleges to be sent directly to CWC. ****

PARENT INFORMATION

List the parent(s) information below that **provided their information on the student's FAFSA.**

As of the date the FAFSA was signed, what was the marital status of the parent?

Never married Married or Remarried, month and year: _____ Unmarried and both legal parents live together

Divorced, month and year of divorce: _____ Separated, month and year of separation: _____

Widowed, month and year widowed: _____ ****If recently separated or divorced, submit documentation****

Parent 1 - Full Name: _____ Last 4 digits of Parent 1 SS#: _____

Parent 1 - Date of Birth: _____ Email address: _____ Phone number: _____

What is the relationship of this parent to the student (Father / Mother / Step-Parent)? _____

Mailing address: _____ City: _____ State: _____ Zip Code: _____

If parent is married / re-married, complete the information below about Parent 2:

Parent 2 - Full Name: _____ Last 4 digits of Parent 2 SS#: _____

Parent 2 - Date of Birth: _____ Email address: _____ Phone number: _____

What is the relationship of this parent to the student (Father / Mother / Step-Parent)? _____

Be sure all information is filled out completely. If an item does not apply to you, mark N/A or 0. Do not leave items blank. Incomplete forms will be returned to you to finish and will delay processing.

Student's full name: _____

CWC ID #: _____

DID THE STUDENT FILE A 2020 INCOME TAX RETURN WITH THE IRS?

YES – the student **DID** file a 2020 IRS Tax Return - complete this column

The instructions below apply to the student who **has filed or will file** a tax return for the tax year 2020. Notify the financial aid office if the student had a change in marital status after December 31, 2020. Complete this section if the student filed or will file a 2020 IRS income tax return. *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](https://fafsa.gov).* In most cases, no further documentation is needed to verify 2020 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 below:**

- The student has used the IRS DRT in *FAFSA on the Web* to transfer 2020 IRS income tax return information into the FAFSA.
- The student has not yet used the IRS DRT in FAFSA on the Web, but will use the tool to transfer 2020 IRS income tax return information into the student's FAFSA.
- The student is unable or chooses not to use the IRS DRT in FAFSA on the Web, and instead will provide the institution with a 2020 IRS Tax Return Transcript(s) or a signed copy of the 2020 income tax return and applicable schedules.
 - Check here if a 2020 IRS Tax Return Transcript(s) or a signed copy of the 2020 income tax return and applicable schedules has been submitted.
- Amended IRS Income Tax Return** – an individual who filed an amended IRS income tax return for tax year 2020 must provide a copy of the 2020 IRS Form 1040X, "Amended U.S. Individual Income Tax Return," that was filed with the IRS or documentation from the IRS that includes the change(s) made by the IRS, in addition to one of the following:
 - IRS DRT information on an ISIR record with all tax information from the original tax return,
 - A 2020 IRS Tax Return Transcript (that will only include information from the original tax return and does not have to be signed), 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 2020 IRS Form 1040 and the applicable schedules that were filed with the IRS.

NO – the student **DID NOT** file and is **NOT** required to file a 2020 IRS Tax Return - complete this column

The instructions and certifications below apply to the student. Complete this section if the student will not file and is not required to file a 2020 IRS income tax return. **Check the box that applies below:**

- The student was not employed in 2020 and had no income earned from work in 2020.
- The student was employed in 2020. List below the names of all 2020 employers, the amount earned from each employer, and if a 2020 IRS W-2 form or an equivalent document has been submitted to CWC. Submit copies of all 2020 IRS W-2 forms issued to the student by their employers. Note: If you do not have a copy of the W-2 forms, contact the employer for a duplicate copy or order a wage statements from the IRS using the IRS Form 4506-T (see page 5 for instructions).

STUDENT NON-FILER: List every employer even if you were not issued a 2020 W-2 form in box below:

Name of Student's Employers in 2020	Has a 2020 IRS W-2 form been submitted to CWC (Yes or No)	Annual Amount Earned in 2020
<i>Example – ABC Auto Body</i>	<i>Yes</i>	<i>\$1000</i>
Total of 2020 Income Earned From Work		\$

- Student 2020 IRS W-2 forms have been submitted.
- Student 2020 IRS W-2 forms will be ordered and submitted at a later date.

**** Processing of your file will be delayed until all forms are submitted.**

Student's full name: _____

CWC ID #: _____

DID PARENT(S) FILE A 2020 INCOME TAX RETURN WITH THE IRS?

YES – the parents **DID** file a 2020 IRS Tax Return - complete this column

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 2020 or had a change in marital status after December 31, 2020. Complete this section if the parents filed or will file a 2020 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 2020 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 below:**

The parents have used the IRS DRT in FAFSA on the Web to transfer 2020 IRS income tax return information into the FAFSA.

The parents have not yet used the IRS DRT in FAFSA on the Web, but will use the tool to transfer 2020 IRS income tax return information into the student's FAFSA.

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 2020 IRS Tax Return Transcript(s) or a signed copy of the 2020 income tax return and applicable schedules.

Check here if a 2020 IRS Tax Return Transcript(s) or a signed copy of the 2020 income tax return has been submitted.

Amended IRS Income Tax Return – an individual who filed an amended IRS income tax return for tax year 2020 must provide a copy of the 2020 IRS Form 1040X, "Amended U.S. Individual Income Tax Return," that was filed with the IRS or documentation from the IRS that includes the change(s) made by the IRS, in addition to one of the following:

- IRS DRT information on an ISIR record with all tax information from the original tax return,
- A 2020 IRS Tax Return Transcript (that will only include information from the original tax return and does not have to be signed), 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 2020 IRS Form 1040 and the applicable schedules that were filed with the IRS.

NO – the parents **DID NOT** file and is **NOT** required to file a 2020 IRS Tax Return - complete this column

The instructions and certifications 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 2020 IRS income tax return. **Check the box that applies below:**

Neither parent was not employed in 2020 and neither had income earned from work in 2020.

One or both parents were employed in 2020. List below the names of all 2020 employers, the amount earned from each 2020 employer, and if a 2020 IRS W-2 form or an equivalent document has been submitted to CWC. Submit copies of all 2020 IRS W-2 forms issued to the parents by their employers. Note: If you do not have a copy of the W-2 forms, contact the employer for a duplicate copy or order a wage statements from the IRS using the IRS Form 4506-T (see page 5 for instructions).

PARENT NON-FILER: List every employer even if parents were not issued a 2020 W-2 form in box below:

Name of Parents Employers in 2020	Has a 2020 IRS W-2 form been submitted to CWC (Yes or No)	Annual Amount Earned in 2020
<i>Example – ABC Auto Body</i>	<i>Yes</i>	<i>\$1000</i>
Total of 2020 Income Earned From Work		\$

- Parents 2020 IRS W-2 forms have been submitted.
- Parents 2020 IRS W-2 forms will be ordered and submitted at a later date.

PARENT(S) NON-FILER – you will need to order and submit documentation from the IRS or other relevant tax authority dated on or after October 1, 2021 that indicates a 2020 IRS income tax return was not filed with the IRS or other relevant tax authority, or a signed statement certifying that the individual attempted to obtain confirmation of non-filing from the IRS or other relevant tax authority and was unable to obtain the required documentation.

Continued on next page

Student's full name: _____

CWC ID #: _____

PARENT "NON TAX FILER" SECTION continued

- Check here if Parent's 2020 IRS Verification of Non-Filing has been submitted to CWC. Please note – if both parents are Non-Filers – BOTH parents will need to order the 2020 IRS Verification of Non-Filing separately.
- Check here if Parent's 2020 IRS Verification of Non-Filing has been ordered from the IRS using Form 4506-T – list the date you ordered your document: _____.

Please note: if parents do not receive a response from the IRS within **10 business day** of ordering the Verification of Non-Filing, please have the parent contact CWC and **request to complete the 'alternative documentation' to confirm their non-filing status.**

TO ORDER A TAX RETURN TRANSCRIPT, VERIFICATION OF NON FILING, OR W 2'S FROM THE IRS

The instructions below explain how to order a 2020 Tax Return Transcript or a 2020 Verification of Non-Filing. Please let CWC know if you need assistance obtaining your document(s).

- 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 – 1-800-908-9946. 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.

Be sure all information is filled out completely. If an item does not apply to you, mark N/A or 0. Do not leave items blank. Incomplete forms will be returned to you to finish and will delay processing.

STUDENT & PARENT CERTIFICATIONS AND SIGNATURES

Each person signing below certifies that all of the information reported is complete and correct. The student and one parent whose information was reported on the FAFSA must sign and date.

Print Student's Name Student's ID Number

Student's Signature (Required) Date

Parent's Signature (Required) Date

WARNING: If you purposely give false or misleading information, you may be fined, sent to prison, or both.

2022-2023 IDENTITY AND STATEMENT OF EDUCATIONAL PURPOSE

DO NOT COMPLETE THIS FORM IN ADVANCE - the student must complete this page in one of two ways:

- 1) **Option 1 – SIGNING IN-PERSON AT CWC** - 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 by the institution 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, the Statement of Educational Purpose provided below.**

- 2) **Option 2 – SIGNING IN PERSON WITH A NOTARY** - If the student is unable to appear in person at Central Wyoming College to verify his or her identity, the student must provide to the institution:
 - 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 below, which must be notarized. If the notary statement appears on a separate page than the Statement of Educational Purpose, there must be a clear indication that the Statement of Educational Purpose was the document notarized.

Statement of Educational Purpose

I certify that I _____ am the individual signing this Statement of Educational
(Print Student's Name)

Purpose 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 2022–2023.

Student's Signature

Date

Student's ID Number

Option 1 - SIGNING IN-PERSON AT CWC

Completed by CWC Official:

[] I received and made a copy of the unexpired valid government issued ID.

ID Type: _____

Number: _____

Expiration Date: _____

Name of CWC Official: _____

Signature of CWC Official: _____

Date: _____

Option 2 - SIGNING WITH A NOTARY

State of: _____

City / County of: _____

On _____,

before me, (Notary Name): _____

(Student Name): _____

personally appeared and proved to me by satisfactory

evidence of identification (Type of ID): _____

to be the above-named person who signed the foregoing

instrument.

WITNESS my hand and official seal

(Notary Signature)

My commission expires on _____