

Your FAFSA has been selected for a review process called verification. You and your parent(s) must complete, sign and submit this document along with other requested documents before we can determine your eligibility for federal student aid. CWC will compare your original FAFSA data with your submitted documents and if there are discrepancies, we will make corrections to your FAFSA application. 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: _____

When you are attending CWC, where will you live? On-campus Off-Campus With Parents Other: _____What is your college attendance history? Never attended college Attended CWC Attended other colleges - list the name of college and dates you attended: _____

Include any community college, university, vocational, technical or dual / concurrent credits taken while in high school. You 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) who has their information on the FAFSA.

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

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

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

Parent's marital status as of date the FAFSA was signed: _____

(Single, Married, Re-married, Separated, Divorced, Widowed, Not married but both parents live together)

If parent is married, re-married, divorced or widowed, what is the month & year of this status? _____

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

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.

Fill in Student's Name:

Student's CWC ID:

HOUSEHOLD MEMBERS AND THE NUMBER ATTENDING COLLEGE

List below the people in the parent's household, include:

- **The student** (even if you don't live with your parent),
- **The parents** (include stepparent) even if the student does not live with the parents,
- **The parents' other children** if the parents will provide more than half of the children's support from July 1, 2021 through June 30, 2022, or if they would be required to provide parental information on their FAFSA for 2021-2022. 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, 2022.

Number in College: Include in the space below information about any household member 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, 2021, and June 30, 2022, and include the name of the college.

| Full Name | Age | Relationship to the student | College attending <i>(exclude parent's college info)</i> | Will be Enrolled at Least Half Time - (Yes or No) |
|-----------|-----|-----------------------------|---|---|
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Note: We may require additional documentation if we have reason to believe that the information regarding the household members enrolled in eligible postsecondary educational institutions is inaccurate. If you have additional household members, please list them on a separate sheet of paper with student's name and ID # at the top.

Fill in Student's Name:

Student's CWC ID:

STUDENT TAX FILER SECTION – VERIFICATION OF 2019 INCOME INFORMATION

The instructions below apply to the student. Notify the financial aid office if the student had a change in marital status after December 31, 2019. Complete this section if the student filed or will file a 2019 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](https://fafsa.gov).* In most cases, no further documentation is needed to verify 2019 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 student has used the IRS DRT in *FAFSA on the Web* to transfer 2019 IRS income tax return information into the 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 **2019 IRS Tax Return Transcript(s)** or a **signed copy of the 2019 income tax return (with all schedules)**.
- The student has filed a **2019 Amended IRS Income Tax Return (1040X)**. The student must provide **two** documents:
 - 1) A **signed copy of the 2019 IRS Form 1040X (Amended U.S. Individual Income Tax Return)** or documentation that the IRS made change(s), **and**
 - 2) A **2019 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 2019 tax return (with all schedules)** that was filed with the IRS.
- Check here if a **2019 IRS Tax Return Transcript(s)** or a **signed copy of the 2019 income tax return** has been submitted.

STUDENT NON-TAX FILER SECTION – VERIFICATION OF 2019 INCOME INFORMATION

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 2019 income tax return with the IRS. **Check the box that applies:**

- The student was not employed in 2019 and had no income earned from work in 2019.
- The student was employed in 2019 and has listed the names of all employers, the amount earned from each employer in 2019, and whether an IRS W-2 form or an equivalent document has been submitted to CWC.

Student Non-Filer: List every employer even if the employer did not issue a 2019 IRS W-2 form:

| Employer's Name | Has a 2019 IRS W-2 been submitted? | 2019 Annual Amount Earned |
|--|------------------------------------|---------------------------|
| <i>(Example) ABC's Auto Body Shop</i> | <i>Yes</i> | <i>\$4,500.00</i> |
| | | |
| | | |
| | | |
| | | |
| | | |
| Total Amount of Income Earned From Work | | \$ |

Submit all 2019 W-2 forms (if you do not have a copy – contact your employer for a duplicate copy or order wage statements from the IRS using the IRS Form 4506-T). Processing of your file will be delayed until all documents are submitted.

Fill in Student's Name:

Student's CWC ID:

PARENT – TAX FILER SECTION – VERIFICATION OF 2019 INCOME INFORMATION

The instructions below apply to each parent included in the household. Notify the financial aid office if the parents had a change in marital status after December 31, 2019. Complete this section if the parents filed or will file a 2019 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 2019 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 2019 IRS income tax return information into the 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 **2019 IRS Tax Return Transcript(s)** or a **signed copy of the 2019 income tax return (with all schedules)**.
- The parent has filed a **2019 Amended IRS Income Tax Return (1040X)**. The parent must provide **two** documents:
 - 1) A **signed copy of the 2019 IRS Form 1040X (Amended U.S. Individual Income Tax Return)** or documentation that the IRS made change(s), **and**
 - 2) A **2019 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 2019 tax return (with all schedules)** that was filed with the IRS.
- Check here if a **2019 IRS Tax Return Transcript(s)** or a **signed copy of the 2019 income tax return** has been submitted.

If the parents filed separate 2019 IRS income tax returns, both parents must submit their **2019 IRS Tax Return Transcript(s)** or a **signed copy of the 2019 income tax return and applicable schedules**.

PARENT – NON-TAX FILER SECTION – VERIFICATION OF 2019 INCOME INFORMATION

The instructions and certifications below apply to the parent(s) included in the household. Complete this section if the parents will not file and are not required to file a 2019 income tax return with the IRS. **Check the box that applies:**

- Parent(s) were not employed in 2019 and had no income earned from work in 2019.
- One or both parents were employed in 2019 and have listed below the names of all employers, the amount earned from each employer in 2019, and whether an IRS W-2 form or an equivalent document has been submitted to CWC.

Parent(s) Non-Filers: List every employer even if the employer did not issue a 2019 IRS W-2 form:

| Employer's Name | Has a 2019 IRS W-2 been submitted? | 2019 Annual Amount Earned |
|--|------------------------------------|---------------------------|
| <i>(Example) ABC's Auto Body Shop</i> | <i>Yes</i> | <i>\$4,500.00</i> |
| | | |
| | | |
| Total Amount of Income Earned From Work | | \$ |

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

Submit all 2019 W-2 forms (if you do not have a copy – contact your employer for a duplicate copy or order wages statements from the IRS using the IRS Form 4509-T). Processing of your file will be delayed until all documents are submitted. *Page 4 of 5*

Fill in Student's Name:

Student's CWC ID:

PARENT – NON-TAX FILER SECTION – continued

Submit documentation from the IRS or other relevant tax authority dated on or after October 1, 2020 that indicates a 2019 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.

- Check here if Parent's IRS Verification of Non-Filing has been submitted to CWC.
- Check here if Parent's 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 **after 10 working days has passed** and the parent does not receive a RESPONSE from the IRS, 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 OR A VERIFICATION OF NON-FILING FROM THE IRS

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

- 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.

CERTIFICATIONS & 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.