

The student's FAFSA has been selected for a review process called verification. The student and spouse (if married) 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@cw.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. ****

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

Never married Married or Remarried, month and year: _____ Divorced, month and year: _____

Widowed, month and year: _____ Separated, month and year: _____

****If recently separated or divorced, submit documentation****

If married, Spouse's Full Name: _____ Last 4 digits of Spouse SS#: _____

Spouse's - Date of Birth: _____ Email address: _____ Phone number: _____

NUMBER OF HOUSEHOLD MEMBERS AND THE NUMBER IN COLLEGE

Number of Household Members & Number Attending College: List below ALL of the people in the student's household, include:

- **The student and spouse** (if the student is married),
- **The student's or spouse's children** if the student or spouse will provide **more than half** of the children's support from **July 1, 2023 through June 30, 2024**, even if a child does not live with the student,
- **Other people** if they **now live with the student/spouse**, and the student/spouse provides **more than half** of the other person's support, and will continue to provide **more than half** of that person's support from **July 1, 2023 through June 30, 2024**.

List below the information for ALL household members. Be sure to fill in each box below (if not applicable, please mark N/A). For household members who is, or will be, enrolled and attending college **at least half time** in a degree, diploma, or certificate program at an eligible postsecondary educational institution any time between July 1, 2023 and June 30, 2024.

Full Name	Age	Relationship to the student	College Name Attending	Will be enrolled at least half-time (Yes or No)
		<i>Self / Student</i>		

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.**

Student's full name: _____

CWC ID #: _____

STUDENT & SPOUSE – VERIFICATION OF 2021 INCOME INFORMATION

STUDENT DID FILE TAXES – complete column

Complete this column if the student and spouse (if married) ***DID*** file a 2021 IRS Tax Return.

Important Note: The instructions below apply to the student and spouse (if married). Notify the financial aid office if the student or spouse filed separate IRS income tax returns for 2021 or had a change in marital status after December 31, 2021. Complete this section if the student and spouse (if married) filed or will file a 2021 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 2021 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 2021 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 **2021 IRS Tax Return Transcript(s) or a signed copy of the 2021 income tax return and applicable schedules.**
 - Check here if a **2021 IRS Tax Return Transcript(s) or a signed copy of the 2021 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 2021 must provide a signed copy of the **2021 IRS Form 1040X, "Amended U.S. Individual Income Tax Return,"** that was filed with the IRS or **documentation from the IRS** that include 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;
 - 2021 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 2021 IRS Form 1040** and the applicable schedules that were filed with the IRS.

STUDENT DID NOT FILE TAXES – complete column

Complete this column if the student and spouse ***DID NOT and is NOT required*** to file a 2021 IRS Tax Return.

Important Note: The instructions and certifications below apply to the student and spouse (if married). Complete this section if the student and spouse will not file and are not required to file a 2021 IRS income tax return. **Check the box that applies:**

- The student and spouse were not employed and had no income earned from work in 2021.
- The student and/or spouse were employed in 2021 and have listed the names of all 2021 employers, the amount earned from each employer, and if a 2021 IRS W-2 form or an equivalent document has been submitted to CWC. ***Submit copies of all 2021 IRS W-2 forms issued to the student and spouse 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 3 for instructions).

STUDENT / SPOUSE NON-FILER: List every employer even if you were not issued a 2021 W-2 form in box below:

Name of Student's / Spouse's Employers in 2021	Has a 2021 IRS W-2 form been submitted to CWC (Yes or No)	Annual Amount Earned in 2021
<i>Example – ABC Auto Body</i>	<i>Yes</i>	<i>\$1000</i>
Total of 2021 Income Earned From Work		\$

- Student **2021 IRS W-2 forms** have been submitted to CWC.
- Spouse **2021 IRS W-2 forms** have been submitted to CWC.
- 2021 IRS W-2 forms have been ordered from the IRS and will be submitted at a later date (*processing will be delayed*).

STUDENT / SPOUSE NON-FILERS – Provide documentation from the IRS or other relevant tax authority dated on or after October 1, 2022 that indicates a 2021 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.

Student's full name: _____

CWC ID #: _____

STUDENT & SPOUSE "NON-TAX FILER" SECTION – continued

- Check here if **Student's 2021 IRS Verification of Non-Filing or a signed statement has been provided.** *Please note: if both student and spouse (if married) are Non-Filers, both will need to order 'individual' 2021 IRS Verification of Non-Filings.*
- Check here if **Student/Spouse IRS Verification of Non-Filing(s)** have been ordered from the IRS using Form 4506-T – list the date you ordered your document: _____ (*processing of your file will be delayed until all documents are submitted*).

Please note: if student and spouse (if married) do not receive a response from the IRS within **10 business days** of ordering the Verification of Non-Filing, contact CWC and request the '**alternative documentation**' to confirm 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 2021 Tax Return Transcript, 2021 Verification of Non-Filing and 2021 Wage Income Statements from the IRS. 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 will arrive in 5 to 10 business days – please submit it to CWC upon receipt.
- **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. Please submit to CWC upon receipt.
- **Automated Telephone Request** – Call the IRS at 1-800-908-9946 (you will enter your Social Security number, verify your address, select number 2 to order a Transcript of your Tax Return – it is FREE.) The transcript will arrive in 5 to 10 business days – please submit it to CWC upon receipt.
- **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. **If you filed an Amended Return – please order Tax Account Transcript AND Record of Account.**

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 CERTIFICATIONS & SIGNATURES

Each person signing below certifies that all of the information reported is complete and correct.

Print Student's Name Student's ID Number

Student's Signature (Required) Date

Spouse's Signature (Optional) Date

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