

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 OR by mail (2660 Peck Avenue, Riverton, WY 82501) – Do not email or fax – we must have 'original / wet signatures'.***

## 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  With Parents  Other: \_\_\_\_\_

Where has the student attended college?  Never attended college  Attended CWC  Attended other colleges, list the names of colleges 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 below the information for the parent and or parents whose information was included on the student's FAFSA.

### **Parent's Current Marital Status - as of the date the FAFSA was signed**

Single (never married)  Unmarried and both legal parents live together  Married (not separated), date: \_\_\_\_\_

Divorced, date of divorce: \_\_\_\_\_  Remarried, date: \_\_\_\_\_

Separated, date of separated: \_\_\_\_\_  Widowed, date widowed: \_\_\_\_\_

**\*\*If recently separated or divorced, submit documentation to confirm status\*\***

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 or is 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 #: \_\_\_\_\_

### STUDENT TAX FILER VERIFICATION OF 2022 INCOME INFORMATION

The instructions below apply to the 'dependent' student who has filed their 2022 IRS Tax Return. Notify the financial aid office if the student had a change in marital status after December 31, 2022. Complete this section if the student filed or will file a 2022 IRS income tax return(s). As part of federal student aid eligibility, students will be required to consent and approve sharing and importing income and tax information from the IRS to the FAFSA form, even if the attempt to obtain or use such data is ineffective. In most cases, no further documentation is needed to verify 2022 income information that was transferred into the student's FAFSA using income and tax information directly from the IRS.

- YES - I was **SUCCESSFUL** in providing consent and approved the sharing of my IRS Tax Return information to be imported into the FAFSA. I understand if it is determined that I did not provide consent – my FAFSA will not be processed.
- NO - I was **NOT SUCCESSFUL** in providing consent and or my IRS financial information was not imported into the FAFSA. I understand that I **must submit either a copy of my 2022 IRS Tax Return Transcript(s) ordered from the IRS or submit a signed copy of my 2022 IRS Income Tax Return and applicable schedules for verification to be complete.**
- I have submitted my **2022 IRS Tax Return Transcript(s) (ordered from the IRS) or submitted a signed copy of the 2022 IRS Income Tax Return (1040) and applicable schedules with this verification worksheet.**
- I will or have ordered my **2022 IRS Tax Return Transcript(s) from the IRS. I understand my file will not be processed until all required documents are submitted.** See page 6 to see the different ways to obtain a Tax Return Transcript.

### STUDENT NON TAX FILER VERIFICATION OF 2022 INCOME INFORMATION

The instructions and certifications below apply to the student non-tax filer. Complete this section if the student will not file and is not required to file a 2022 income tax return with the IRS. **Check the box that applies:**

- I certify that I did not file and am not required to file a 2022 IRS Federal Income Tax Return.

Student Signature: X \_\_\_\_\_ Date: \_\_\_\_\_

- The student was **not employed** and had **no income earned from work** in 2022.
- The student was employed in 2022 and have listed below the names of all employers, the amount earned from each employer in 2022, and whether an IRS W-2 form or an equivalent document is provided. **Submit copies of all 2022 IRS W-2 forms issued to the student by their employers.** List every employer even if the employer did not issue an IRS W-2. If more space is needed, provide a separate page with the student's name and ID number at the top.

Employer's Name	IRS W-2 or an Equivalent Document Provided?	Annual Amount Earned in 2022
<i>(Example) ABC's Auto Body Shop</i>	<i>Yes</i>	<i>\$4500</i>
Total Amount of Income Earned From Work		\$

- Student's 2022 IRS W-2 forms have been submitted.       Student's 2022 IRS W-2 forms will be submitted later. **Processing will be delayed until all documents have been submitted.**

Student's full name: \_\_\_\_\_

CWC ID #: \_\_\_\_\_

### PARENT TAX FILER VERIFICATION OF 2022 INCOME INFORMATION

The instructions below apply to each parent included in the household who has filed their 2022 IRS Tax Return. Notify the financial aid office if the parents filed separate IRS income tax returns for 2022 or had a change in marital status after December 31, 2022. Complete this section if the parents filed or will file a 2022 IRS income tax return(s). As part of federal student aid eligibility, parents will be required to consent and approve sharing and importing income and tax information from the IRS to the FAFSA form, even if the attempt to obtain or use such data is ineffective. In other words, if the parents filed separate 2022 IRS income tax returns, both must provide consent and approval to share and import income and tax information from the IRS. In most cases, no further documentation is needed to verify 2022 income information that was transferred into the student's FAFSA using income and tax information directly from the IRS.

- YES - I was **SUCCESSFUL** in providing consent and approved the sharing of my IRS Tax Return information to be imported into the FAFSA. I understand if it is determined that I did not provide consent – the FAFSA will not be processed.
- NO - I was **NOT SUCCESSFUL** in providing consent and or my IRS financial information was not imported into the FAFSA. I understand that **I must submit a 2022 IRS Tax Return Transcript(s) or a signed copy of my 2022 IRS Income Tax Return and applicable schedules for verification to be complete.**
- I have submitted my **2022 IRS Tax Return Transcript(s) (ordered from the IRS) or submitted a signed copy of the 2022 IRS Income Tax Return (1040) and applicable schedules with this verification worksheet.**
- I will or have ordered my **2022 IRS Tax Return Transcript(s) from the IRS. I understand my file will not be processed until all required documents are submitted. See page 5 to see the different ways to obtain a Tax Return Transcript.**

### PARENTS NON TAX FILER VERIFICATION OF 2022 INCOME INFORMATION

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 2022 income tax return with the IRS. **Check the boxes that applies:**

- Parent 1: I certify that I did not file and am not required to file a 2022 IRS Federal Income Tax Return. **I understand I must order a Verification of Non-Filing from the IRS.**  
 Parent 1 Signature: **X** \_\_\_\_\_ Date: \_\_\_\_\_
- Parent 2: I certify that I did not file and am not required to file a 2022 IRS Federal Income Tax Return. **I understand I must order a Verification of Non-Filing from the IRS.**  
 Parent 2 Signature: **X** \_\_\_\_\_ Date: \_\_\_\_\_
- Neither parent was employed, and neither had income earned from work** in 2022.
- One or both parents were employed in 2022 and have listed below the names of all employers, the amount earned from each employer in 2022, and whether an IRS W-2 form or an equivalent document is provided. [Provide copies of all 2022 IRS W-2 forms issued to the parents by their employers]. List every employer even if the employer did not issue an IRS W-2 form. If more space is needed, provide a separate page with the student's name and ID number at the top.

Parent's Employer's Name	IRS W-2 or an Equivalent Document Provided?	Annual Amount Earned in 2022
<i>(Example) ABC's Auto Body Shop</i>	<i>Yes</i>	<i>\$4500</i>
Total Amount of Income Earned From Work		\$

- Parent's 2022 IRS W-2 forms have been submitted.      Parent's 2022 IRS W-2 forms will be submitted later. **Processing will be delayed until all documents have been submitted.**

Student's full name: \_\_\_\_\_ CWC ID #: \_\_\_\_\_

**2024 2025 IDENTITY AND STATEMENT OF EDUCATIONAL PURPOSE**

The student must appear **in person at Central Wyoming College** or **appear in person with a Notary** 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. **DO NOT COMPLETE THIS FORM IN ADVANCE** – complete the statement below **'in person' or 'with a notary'**.

**Identity and Statement of Educational Purpose**I certify that I \_\_\_\_\_ am the individual signing this Statement of Educational Purpose and  
(Print Student's Name)

that the Federal student financial assistance I may receive will only be used for educational purposes and to pay for the cost of attending Central Wyoming College for 2024-2025.

<b>X</b>	_____	_____	_____
Student's Signature	Date	Student's ID Number	

 **SIGNED '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 above.**

 Attached a copy of the **unexpired** valid government issued photo Identification (ID) to this form. **CWC STAFF MEMBER CERTIFICATION**I verify that I saw and made a copy of this student's **unexpired** valid government issued ID.

ID Type: \_\_\_\_\_

Number: \_\_\_\_\_

Expiration Date: \_\_\_\_\_

Name of CWC Official: \_\_\_\_\_

Signature of CWC Official: \_\_\_\_\_

Date: \_\_\_\_\_

 **SIGNED '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 with **1) 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 2) 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 a clear indication that the Statement of Educational Purpose was the document notarized.

 Attached a copy of the **unexpired** valid government issued photo Identification (ID) to this form. **NOTARY'S CERTIFICATE OF ACKNOWLEDGEMENT**

State of: \_\_\_\_\_ City / County of: \_\_\_\_\_

On \_\_\_\_\_ before me \_\_\_\_\_  
(Date) (Notary's Name)personally appeared, \_\_\_\_\_, and  
(Printed Name of Signer)

proved to me because of satisfactory evidence of identification

\_\_\_\_\_  
(Type of unexpired government-issued photo ID provided)

to be the above-named person who signed the foregoing instrument.

**WITNESS my hand and official seal** \_\_\_\_\_  
(Notary Signature)My commission expires on \_\_\_\_\_  
date

Student's full name: \_\_\_\_\_

CWC ID #: \_\_\_\_\_

**CERTIFICATIONS AND SIGNATURES FOR A DEPENDENT STUDENT**

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

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

<b>X</b> _____ Print Student's Name	_____ Student's ID Number
<b>X</b> _____ Student's Signature (Required)	_____ Date
<b>X</b> _____ Print Parent's Name	_____ Parent's last 4 digits of SS#
<b>X</b> _____ Parent's Signature (Required)	_____ Date

**TO ORDER A TAX RETURN TRANSCRIPT or VERIFICATION OF NON FILING**

A **2022 IRS Tax Return Transcript** or **2022 IRS Verification of Non-Filing** may be obtained through:

- **Get Transcript by Mail** – Go to [www.irs.gov](http://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](http://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.