

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), from student's CWC email to records @cwc.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 ☐ 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. \*\*****Student's Marital Status - as of the date the FAFSA was signed**☐ Single (never married)☐ Separated, date of separation: \_\_\_\_\_ **\*\*If separated, submit documentation to confirm status\*\***☐ Divorced, date of divorce: \_\_\_\_\_ **\*\*If divorced, submit documentation to confirm status\*\***☐ Widowed, date widowed: \_\_\_\_\_☐ Married (not separated), date of marriage: \_\_\_\_\_**Complete your spouse's information below:****SPOUSE INFORMATION (if married)**

Spouse's Name: \_\_\_\_\_ Last 4 digits of Spouse's SS#: \_\_\_\_\_

Spouse's Date of Birth: \_\_\_\_\_ Spouse's 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.**



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

## FAMILY SIZE FOR INDEPENDENT STUDENTS

**Family size includes the following family members:**

- The student
- The student's spouse, if applicable
- The student's dependent children if all of the following are true:
  - They live with the student (or live apart because of college enrollment);
  - They receive more than half of their support from the student and their spouse (if the student is married); and
  - They will continue to receive more than half of their support from the student and their spouse (if the student is married) during the award year (July 1, 2025 - June 30, 2026)
- Other persons if the following are true:
  - They live with the student;
  - They receive more than half of their support from the student and their spouse (if the student is married); and
  - They will continue to receive more than half of their support from the student and their spouse (if the student is married) during the award year (July 1, 2025 - June 30, 2026)

The provided criteria for “dependent children” or “other persons” mirror the requirement that family size align with those the student and their spouse (if student is married) could claim as a dependent on a U.S. tax return if the student and their spouse (if the student is married) were to file a U.S tax return at the time of completing the 2025-2026 FAFSA. As a result, the student should not include any unborn children in the family size. If more space is needed, provide a separate page with the student’s name and ID number at the top.

[illegible]

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

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

**STUDENT AND SPOUSE TAX FILER: VERIFICATION OF 2023 INCOME INFORMATION**

**Important Note:** The instructions below apply to the student and spouse (if the student is married) who has filed their 2023 IRS Tax Return. ***Notify the financial aid office if the student and spouse filed separate IRS income tax returns for 2023 or had a change in marital status after December 31, 2023.*** Complete this section if the student and spouse filed or will file a 2023 IRS income tax return(s). As part of Federal student aid eligibility, students, and spouses (as appropriate), 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 student and spouse filed separate 2023 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 2023 income information that was transferred into the student's FAFSA using income and tax information directly from the IRS via the FA-DDX.***

**Were you SUCCESSFUL in providing consent and approved the sharing of your IRS TAX RETURN INFORMATION?**

- ☐ **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 that if it is determined that I did not provide consent, my FAFSA will not be processed until I log back in and make the appropriate corrections to the FAFSA.
- ☐ **YES, my spouse (if married) and filed separately was SUCCESSFUL** in providing consent and approved the sharing of their IRS Tax Return information to be imported into the FAFSA. My spouse understands that if it is determined that they did not provide consent, my FAFSA will not be processed until they log back in and make the appropriate corrections to the FAFSA.
- ☐ **NO, my financial information did not import** into the FAFSA even though I did give consent. I understand that I **must submit either a 2023 IRS Tax Return Transcript(s) ordered from the IRS or submit a signed copy of my 2023 IRS Income Tax Return and applicable schedules.**
- ☐ **NO, my spouse (if married) financial information did not import** into the FAFSA even though I did give consent. I understand that I **must submit a 2023 IRS Tax Return Transcript(s) ordered from the IRS or a signed copy of their 2023 IRS Income Tax Return and applicable schedules.**

**NEED TO ORDER A TAX RETURN TRANSCRIPT see below:**

**To order a 2023 IRS Income Tax Return Transcript from the IRS since the financial information did not transfer via the FA-DDX, please order in one of the following ways:**

- **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." Follow the instructions to create an ID.me account if you do not already have one. If you need help creating an ID.me account or verifying your identity, visit the ID.me IRS Help Site.
- **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.

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

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

**STUDENT AND SPOUSE NON TAX FILER: VERIFICATION OF 2023 INCOME INFORMATION**

The instructions and certifications below apply to the student and spouse (if married) who are non-tax filers. Complete this section if the student and spouse will not file and are not required to file a 2023 income tax return with the IRS. **Check the boxes and sign the statements that apply below:**

**Student Certifications:**
☐ I certify that I did **not file and am not required to file** a 2023 IRS Federal Income Tax Return. **I will order a Verification of Non-Filing from the IRS and submit to CWC upon arrival.** Student Signature: \_\_\_\_\_

☐ I certify that I was **not employed** and had **no income earned from working** in 2023. Student Signature: \_\_\_\_\_

☐ I certify that **I did work** and **had earned income in 2023**. (In the table below, list the names of all employers, whether or not you received a W-2 form and the amount earned from each employer in 2023. **Submit a copy of all 2023 IRS W-2 forms issued to you.**)

Student's Employer Names	Did you receive a 2023 W-2 form from this employer? Submit a copy of all W-2 forms to CWC	Annual Amount Earned in 2023
Total Amount of Student's Income Earned From Work:		\$

**Student's Spouse Certifications:**
☐ I certify that I did **not file and am not required to file** a 2023 IRS Federal Income Tax Return. **I will order a Verification of Non-Filing from the IRS and submit to CWC upon arrival.** Spouse Signature: \_\_\_\_\_

☐ I certify that I was **not employed** and had **no income earned from working** in 2023. Spouse Signature: \_\_\_\_\_

☐ I certify that **I did work** and **had earned income in 2023**. (In the table below, list the names of all employers, whether or not you received a W-2 form and the amount earned from each employer in 2023. **Submit a copy of all 2023 IRS W-2 forms issued to you.**)

Spouse's Employer Names	Did you receive a 2023 W-2 form from this employer? Submit a copy of all W-2 forms to CWC	Annual Amount Earned in 2023
Total Amount of Spouse's Income Earned From Work:		\$

**Student & Spouse's Other Income and Resources** that supported the family for the 2023 tax year. In the table below, list each source of income and the annual amount received in 2023:

Source of Income - (example: rental property, social security, per capita funds, etc.)	Annual Amount in 2023
Total Amount of Other Income:	\$

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

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

**CERTIFICATIONS AND SIGNATURES FOR AN INDEPENDENT STUDENT**

Each person signing below certifies that all information provided on this verification worksheet is true, correct and complete.

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

Print Student's Name: \_\_\_\_\_

Student ID Number: \_\_\_\_\_

Student's Signature: \_\_\_\_\_

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

Spouse's Signature: \_\_\_\_\_

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

**ADDITIONAL INFORMATION FOR TAX FILERS****Individuals Granted a Filing Extension by the IRS**

An individual who is required to file a 2023 IRS income tax return and has been granted a filing extension by the IRS beyond the automatic six-month extension for tax year 2023 must provide:

- A signed statement listing the sources of any 2023 income and the amount of income from each source;
- A copy of the IRS's approval of an extension beyond the automatic six-month extension for tax year 2023;
- A copy of IRS Form W-2 for each source of employment income received or an equivalent document for tax year 2023; and
- If self-employed, a signed statement certifying the amount of the individual's adjusted gross income (AGI) and the U.S. income tax paid for tax year 2023.

**Individuals Who Filed an Amended IRS Income Tax Return**

An individual who filed an amended IRS income tax return for tax year 2023 must provide a signed copy of the 2023 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:

- Income and tax information from the IRS on an ISIR record with all tax information from the original tax return;
- A **2023 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 2023 IRS Form 1040 and the applicable schedules that were filed with the IRS.

**Individuals Who Were Victims of IRS Tax-Related Identity Theft**

An individual who was the victim of IRS tax-related identity theft must provide:

- A copy of the signed 2023 income tax return and applicable schedules the individual filed with the IRS, or an equivalent document provided by the IRS; **and**
- An IRS 4674C letter (a letter from the IRS acknowledging the identity theft) or a statement signed and dated by the tax filer indicating that he or she was a victim of IRS tax-related identity theft, and the IRS is aware of it.

**Individuals Who Filed Non-IRS Income Tax Returns**

A tax filer who filed an income tax return with a tax authority other than the IRS may provide a signed copy of his or her income tax return that was filed with the relevant tax authority. However, if the institution questions the accuracy of the information on the signed copy of the income tax return, the tax filer must provide the institution with a copy of the tax account information issued by the relevant tax authority before verification can be completed.