

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), 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, married, divorced, separated, widowed): \_\_\_\_\_

**PARENT INFORMATION**

List below the information for the parent(s) who completed the 'parent's section' of 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\*\***1<sup>st</sup> Parent's - Full Name: \_\_\_\_\_ Last 4 digits of 1<sup>st</sup> Parent's SS#: \_\_\_\_\_1<sup>st</sup> Parent's - Date of Birth: \_\_\_\_\_ Email address: \_\_\_\_\_ Phone number: \_\_\_\_\_

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

1<sup>st</sup> Parent's Mailing address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_**IF PARENT IS MARRIED / RE-MARRIED**, complete the information below about 2<sup>nd</sup> Parent:2<sup>nd</sup> Parent's - Full Name: \_\_\_\_\_ Last 4 digits of 2<sup>nd</sup> Parent's SS#: \_\_\_\_\_2<sup>nd</sup> Parent's - Date of Birth: \_\_\_\_\_ Email address: \_\_\_\_\_ Phone number: \_\_\_\_\_

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



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

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

- The provided criteria for “dependent children” or “other persons” mirror the requirement that family size align with those the student could claim as a dependent on a U.S. tax return if the student were to file a U.S tax return at the time of completing the 2026-2027 FAFSA. As a result, the student should not include any unborn children in the family size.

[illegible]

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

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

**STUDENT TAX FILER: VERIFICATION OF 2024 INCOME INFORMATION**

**Important Note:** The instructions below apply to the 'dependent' student who has filed their 2024 IRS Tax Return. ***Notify the financial aid office if the student had a change in marital status after December 31, 2024.*** Complete this section if the student filed or will file a 2024 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 2024 income information that was transferred into the student's FAFSA using income and tax information directly from the IRS via the FA-DDX.*** If 2024 income tax return information for the student was not transferred via the FA-DDX and considered verified, the student should provide the institution with a **2024 IRS Tax Return Transcript(s) or a signed copy of the 2024 income tax return and applicable schedules** (see bottom of this page on how to order).

**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.
- ☐ **NO, my financial information did not import** into the FAFSA even though I did give consent. I understand that I **must submit either a 2024 IRS Tax Return Transcript(s) ordered from the IRS or submit a signed copy of my 2024 IRS Income Tax Return and applicable schedules.**

**IF YOU NEED TO ORDER A TAX RETURN TRANSCRIPT – see below:**

To order a 2024 IRS Income Tax Return Transcript from the IRS since the financial information did not transfer via the FA-DDX, you may obtain the tax return transcript through:

- Get Transcript Online – Go to [www.irs.gov](http://www.irs.gov), click "Get Your Tax Record." Click "Sign in to your online account." 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.
- 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.
- 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 NON-TAX FILER: VERIFICATION OF 2024 INCOME INFORMATION

The instructions and certifications below apply to the student who is a non-tax filer. Complete this section if the student will not file and are not required to file a 2024 income tax return with the IRS.

By completing this document, I certify that I have not filed and am not required to file a 2024 income tax return, and I have listed all income earned from work, other income, and resources for the 2024 tax year. **Check any box that applies below:**

### Student Certifications:

☐ I certify that I did **not file and am not required to file** a 2024 IRS Federal Income Tax Return. \_\_\_\_\_

**Student Signature**

### Student Work Certifications:

☐ NO, I was **not employed** and had **no income earned from working** in 2024. **Student Signature:** \_\_\_\_\_

☐ YES, I was **employed** and **had earned income in 2024** and have listed in the table below the names of all employers, the amount earned from each employer in 2024, and whether an IRS W-2 form, or an equivalent document is provided.

☐ **W-2 Information:** I will or have submitted copies of all 2024 IRS W-2 forms issued to me.

In the table below 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 your name and ID number at the top.

Student Employer's Names	Did you receive a 2024 W-2 form from this employer? Submit a copy of all W-2 forms to CWC	Annual Amount Earned in 2024
<b>Total Amount of Student's Income Earned From Work:</b>		<b>\$</b>

**Student's Other Income and Resources** that the student received for the 2024 tax year. In the table below, list each source of income and the annual amount received in 2024:

Source of Income - (example: rental property, social security, per capita funds, etc.)	Annual Amount in 2024
<b>Total Amount of Other Income:</b>	<b>\$</b>

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

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

**PARENT TAX FILER: VERIFICATION OF 2024 INCOME INFORMATION**

**Important Note:** The instructions below apply to each parent (and stepparent, if re-married) included in the household who has filed their 2024 IRS Tax Return. ***Notify the financial aid office if the parents filed separate IRS income tax returns for 2024 or had a change in marital status after December 31, 2024.*** Complete this section if the parents filed or will file a 2024 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 2024 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 2024 income information that was transferred into the student's FAFSA using income and tax information directly from the IRS via the FA-DDX.*** If 2024 income tax return information for the parents was not transferred via the FA-DDX and considered verified, the parents should provide the institution with a **2024 IRS Tax Return Transcript(s) or a signed copy of the 2024 income tax return and applicable schedules.**

**Were parent(s) SUCCESSFUL in providing consent and approved the sharing of your IRS TAX RETURN INFORMATION?**

- ☐ **YES, Parents filed a joint tax return and were SUCCESSFUL** in providing consent and approved the sharing of their IRS Tax Return information to be imported into the student's FAFSA. Parents understand that if it is determined that they did not provide consent, the student's FAFSA will not be processed until the parent logs back in and make the appropriate corrections to the FAFSA.
- ☐ **Parents' filed separately and both were SUCCESSFUL** in providing consent and approved the sharing of their IRS Tax Return information to be imported into the student's FAFSA. Parents understands that if it is determined that they did not provide consent, the student's FAFSA will not be processed until the parent logs back in and make the appropriate corrections to the FAFSA.
- ☐ **NO, Parent's financial information did not import** into the FAFSA even though parent gave consent. Parents understand that **they must submit either a 2024 IRS Tax Return Transcript(s) ordered from the IRS or submit a signed copy of their 2024 IRS Income Tax Return and applicable schedules.**

**IF YOU NEED TO ORDER A TAX RETURN TRANSCRIPT – see below:**

To order a 2024 IRS Income Tax Return Transcript from the IRS since the financial information did not transfer via the FA-DDX, you may obtain the tax return transcript through:

- **Get Transcript Online** – Go to [www.irs.gov](http://www.irs.gov), click "Get Your Tax Record." Click "Sign in to your online account." 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.
- **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.
- **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 #: \_\_\_\_\_

## PARENTS NON-TAX FILER: VERIFICATION OF 2024 INCOME INFORMATION

The instructions and certifications below apply to each parent (or stepparent if re-married) included in the household that are non-tax filers. Complete this section if the parents will not file and are not required to file a 2024 income tax return with the IRS. **By completing this document, I certify that neither parent has filed nor is required to file a 2024 income tax return, and all their income earned from work, other income, and resources for the 2024 tax year. Check any box that applies below:**

### 1st Parent's Certifications:

☐ I certify that I did **not file and am not required to file** a 2024 IRS Federal Income Tax Return. [ ] **I will order a Verification of Non-Filing from the IRS and submit to CWC upon arrival.** 1<sup>st</sup> Parent's Signature: \_\_\_\_\_

☐ I certify that I was **not employed** and had **no income earned from working** in 2024. 1<sup>st</sup> Parent's Signature: \_\_\_\_\_

☐ I certify that **I was employed** and **had earned income in 2024**. (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. **Submit a copy of all 2024 IRS W-2 forms issued to you.**)

1 <sup>st</sup> Parent's Employer Names	Did you receive a 2024 W-2 form from this employer? Submit a copy of all W-2 forms to CWC	Annual Amount Earned in 2024
Total Amount of 1 <sup>st</sup> Parent's Income Earned From Work:		\$

### 2nd Parent's Spouse Certifications:

☐ I certify that I did **not file and am not required to file** a 2024 IRS Federal Income Tax Return. [ ] **I will order a Verification of Non-Filing from the IRS and submit to CWC upon arrival.** 2<sup>nd</sup> Parent's Signature: \_\_\_\_\_

☐ I certify that I was **not employed** and had **no income earned from working** in 2024. 2<sup>nd</sup> Parent's Signature: \_\_\_\_\_

☐ I certify that **I was employed** and **had earned income in 2024**. (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. **Submit a copy of all 2024 IRS W-2 forms issued to you.**)

2 <sup>nd</sup> Parent's Employer Names	Did you receive a 2024 W-2 form from this employer? Submit a copy of all W-2 forms to CWC	Annual Amount Earned in 2024
Total Amount of 2 <sup>nd</sup> Parent's Income Earned From Work:		\$

**Parent's Other Income and Resources** that supported the family for the 2024 tax year. In the table below, list each source of income and the annual amount received in 2024:

Source of Income - (example: rental property, social security, per capita funds, etc.)	Annual Amount in 2024
Total Amount of Other Income:	\$

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

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

**CERTIFICATIONS AND SIGNATURES FOR A DEPENDENT STUDENT**

Each person signing below certifies that all of the verification documents submitted with this certification are complete and correct. The student and one parent whose information was 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.**

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

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

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

1<sup>st</sup> Print Parent's Name: \_\_\_\_\_

Parent's last 4 digits of SS#: \_\_\_\_\_

Parent's Signature: \_\_\_\_\_

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

2<sup>nd</sup> Print Parent's Name: \_\_\_\_\_

Parent's last 4 digits of SS#: \_\_\_\_\_

Parent's Signature: \_\_\_\_\_

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

**ADDITIONAL INFORMATION FOR TAX FILERS**

**Individuals Granted a Filing Extension by the IRS** - An individual who is required to file a 2024 IRS income tax return and has been granted a filing extension by the IRS beyond the automatic six-month extension for tax year 2024 must provide:

- A signed statement listing the sources of any 2024 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 2024;
- A copy of IRS Form W-2 for each source of employment income received or an equivalent document for tax year 2024; 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 2024.

**Individuals Who Filed an Amended IRS Income Tax Return** - An individual who filed an amended IRS income tax return for tax year 2024 must provide a signed copy of the 2024 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 **2024 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 2024 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 2024 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.