

Your student's Free Application for Federal Student Aid (FAFSA) was selected for 'verification'. Federal regulations state that before awarding Federal Student Aid, your school must verify the information the student and parent(s) reported on the student's FAFSA. To complete this verification process, we will compare the FAFSA information with the information on this worksheet and with any other required documents. If there are differences, we will make the appropriate corrections to the student's FAFSA. After we have reviewed your documents, we may request additional information. If you have questions, please contact our office. **You must complete, print, sign this worksheet and submit all documents to CWC's Rustler Central.**

### STUDENT / PARENT'S HOUSEHOLD INFORMATION

|                            |                                |                           |                    |                        |
|----------------------------|--------------------------------|---------------------------|--------------------|------------------------|
| Student's Last Name        | Student's First Name           | Student's M.I.            | Student's CWC ID # |                        |
| Parent's First & Last name |                                | Parent's telephone number |                    | Parent's Email Address |
| Parent's street address    | Mailing address (if different) | City                      | State              | Zip Code               |

### PARENT'S FAMILY INFORMATION

List the people in **PARENTS' household**, include: **Student** (even if not living with parents) **Mother & Father** (or Stepparent) **Parent's other children** (if parent will provide more than half of their support from July 1, 2017 through June 30, 2018, or if the child would be required to provide parental information if they were completing a 2017-2018 FAFSA, even if they do not live with parents) **Other People** (if they now live with parents **AND** the parents provide more than half of their support **AND** parents will continue to provide more than half of their support through June 30, 2018.) Include the name of the college for any household member who 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, 2017, and June 30, 2018. *If more space is needed, attach a separate page with your name and student ID # on top.*

| Full Name of household member | Age       | Relationship to the student | College Name              | Will be enrolled at Least Half Time |
|-------------------------------|-----------|-----------------------------|---------------------------|-------------------------------------|
| <i>(Example) Missy Jones</i>  | <i>18</i> | <i>Sister</i>               | <i>Central University</i> | <i>Yes</i>                          |
|                               |           |                             |                           |                                     |
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|                               |           |                             |                           |                                     |

### VERIFICATION OF 2015 INCOME FOR PARENT TAX FILER

**Important Note:** The instructions below apply to each parent included in the household. Notify the financial aid office if the parents filed separate IRS income tax returns for 2015 or had a change in marital status after December 31, 2015.

**Instructions:** Complete this section if the parents filed or will file a 2015 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 2015 income information that was **transferred** into the student's FAFSA using the **IRS DRT (Data Retrieval Tool)** if that information was not changed by the FAFSA filer.

Parent's Name: \_\_\_\_\_ Student's Name: \_\_\_\_\_ Student's CWC ID: \_\_\_\_\_

**PARENT'S TAX FILING INFORMATION** – Check the box that applies:

- The parents did use the **IRS Data Retrieval Tool (DRT)** in the student's **FAFSA on the Web** to transfer 2015 IRS income information into the student's FAFSA, either on the initial FAFSA or when making a correction to the FAFSA. NOTE: CWC will use the IRS DRT information that transferred in for this part of the verification process.
- The parents did NOT use the **IRS Data Retrieval Tool (DRT)** in the student's **FAFSA on the Web**, but will log back into the student's FAFSA and make a correction to use the **IRS DRT** to transfer parent's 2015 IRS income information into the student's FAFSA.
- The parents were unable or did not choose to use the **IRS Data Retrieval Tool (DRT)** in the student's **FAFSA on the Web**, and instead will order **and** submit their **2015 IRS Tax Return Transcript(s)**. To obtain the IRS Tax Return Transcript, use any of the following ways:
  - **Get Transcript by MAIL:** Go to [www.irs.gov](http://www.irs.gov), under the Tools heading, click "Get a tax transcript." Click "Get Transcript by MAIL." Make sure to request the 2015 "IRS Tax Return Transcript" and **NOT** the "IRS Tax Account Transcript."
  - **Get Transcript ONLINE:** Go to [www.irs.gov](http://www.irs.gov), under the Tools heading, click "Get a tax transcript." Click "Get Transcript ONLINE." Make sure to request the 2015 "IRS Tax Return Transcript" and **NOT** the "IRS Tax Account Transcript."
  - **Automated Telephone Request:** 1-800-908-9946 (the IRS will mail to the address on the return within 5 to 10 days).
  - **Paper Request Form:** IRS Form 4506-T (this form is available at [www.irs.gov](http://www.irs.gov) or at CWC Rustler Central).

In most cases, for electronic tax return filers, 2015 IRS income tax return information is available for the IRS DRT or the IRS Tax Return Transcript within 2–3 weeks after the 2015 electronic IRS income tax return has been accepted by the IRS. Generally, for filers of 2015 paper IRS income tax returns, the 2015 IRS income tax return information is available for the IRS DRT or the IRS Tax Return Transcript within 6–8 weeks after the 2015 paper IRS income tax return has been received by the IRS. Contact the financial aid office if more information is needed about using the IRS DRT or obtaining an IRS Tax Return Transcript.

If the parents filed separate 2015 IRS income tax returns, the IRS DRT cannot be used and the **2015 IRS Tax Return Transcript(s)** must be provided for each parent.

- Check here if your IRS Tax Return Transcript has been submitted or is attached to this worksheet.
- Check here if your IRS Tax Return Transcript will be submitted to CWC later. Verification cannot be completed until **all** documents are received.

**VERIFICATION OF 2015 INCOME FOR PARENT NON-TAX FILER**

The instructions and certifications below apply to each parent included in the household who **did not** and **will not** file and are **not required** to file a 2015 income tax return with the IRS. **Parent(s) will need to order a Verification of Non-Filing from the IRS by completing IRS Form 4506-T (available at [www.irs.gov](http://www.irs.gov) or at CWC Rustler Central).**

**PARENTS 'NON-TAX FILER' CERTIFICATION & SIGNED STATEMENT** - Check the box that applies:

- PARENT 1** - I certify that **I did NOT and I am NOT required** to file a 2015 federal tax return. **Parent Signature:** \_\_\_\_\_
- PARENT 2** - I certify that **I did NOT and I am NOT required** to file a 2015 federal tax return. **Parent Signature:** \_\_\_\_\_

**EARNINGS FROM WORKING IN 2015 (Parents)** - list on the following page the names of all employers, the amount earned from each employer in 2015, and whether an IRS W-2 form is provided. **Submit copies of all 2015 IRS W-2 and 1099 Forms issued to you by your employers.** List every employer even if the employer did not issue an IRS W-2 form (**you will need to request a duplicate copy from your employer or order wage and income statements from the IRS.**) Include information for both parents (if married). **If you need more space, include the additional information on a separate page, and (include the student's name and CWC ID number on the top of the page).**

Parent’s Name: \_\_\_\_\_ Student’s Name: \_\_\_\_\_ Student’s CWC ID: \_\_\_\_\_

**PARENT NON-FILERS - LIST BELOW YOUR EARNINGS FROM WORKING IN 2015** – complete this section to confirm parent’s earnings from work **and** submit IRS W-2 and 1099 forms from **all** employers in 2015. If you did not work, complete the certification below:

|   |   |
|---|---|
| <input type="checkbox"/> <b>PARENT 1 NAME:</b> _____<br>I certify that I was <u>not</u> employed and had <u>no income earned from working</u> in 2015.<br><br>Parent 1 - Signature: _____ | <input type="checkbox"/> <b>PARENT 2 NAME:</b> _____<br>I certify that I was <u>not</u> employed and had <u>no income earned from working</u> in 2015.<br><br>Parent 2 - Signature: _____ |
|---|---|

|  |  |                          |                          |                      |                          |
|--|--|--------------------------|--------------------------|----------------------|--------------------------|
| <input type="checkbox"/> <b>PARENT 1 NAME:</b> _____<br>I did work in 2015 – list all employers below: | <input type="checkbox"/> <b>PARENT 2 NAME:</b> _____<br>I did work in 2015 – list all employers below: |                          |                          |                      |                          |
| <b>Name of Employer:</b>   | <b>Earned Income</b>   | <b>W-2 Attached?</b>     | <b>Name of Employer:</b> | <b>Earned Income</b> | <b>W-2 Attached?</b>     |
|  | \$   | [ ] YES [ ] NO, ordering |                          | \$                   | [ ] YES [ ] NO, ordering |
|  | \$   | [ ] YES [ ] NO, ordering |                          | \$                   | [ ] YES [ ] NO, ordering |
|  | \$   | [ ] YES [ ] NO, ordering |                          | \$                   | [ ] YES [ ] NO, ordering |
|  | \$   | [ ] YES [ ] NO, ordering |                          | \$                   | [ ] YES [ ] NO, ordering |
|  | \$   | [ ] YES [ ] NO, ordering |                          | \$                   | [ ] YES [ ] NO, ordering |

**BENEFITS FROM ANY FEDERAL OR STATE PROGRAMS**

At any time during 2015 or 2016, did anyone in the parent’s household (listed on page 1) receive benefits from any of the federal programs listed below? Mark all that apply. Answering these questions will NOT reduce eligibility for student aid or these programs. This information helps the financial aid staff to understand how living expenses were met in 2015.

- Supplemental Security Income (SSI)                     
  TANF (Temporary Assistance for Needy Families)                     
  Medicaid  
 Tribal - Per Cap benefits                                     
  Free or Reduced Price School Lunch  
 WIC (Special Supplemental Nutrition Program for Women, Infants, and Children)

**PARENTS CERTIFICATIONS AND SIGNATURES**

By signing this worksheet, I /we certify that all information reported is complete and correct. I also understand it is my responsibility to order and submit the appropriate documentation to verify my information that is on the student’s FAFSA, such as: 2015 tax return transcript, 2015 verification of non-filing and 2015 W-2 or 1099 forms.

Parent 1 Signature: \_\_\_\_\_ Parent 2 signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Submit this completed form to Central Wyoming College’s Rustler Central for processing. Make a copy for your records.**

**Warning: If you purposely give false or misleading information on this worksheet, you will be reported to the Department of Education, you may be fined, sentenced to jail, or both.**