

Your 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 you and your parent(s) reported on your FAFSA. To complete this verification process, we will compare your FAFSA information with the information on this worksheet and your parent's verification worksheet and other required documents. If there are differences, we will make the appropriate corrections to your FAFSA. After we have reviewed your documents, we may request additional information. If you have questions, please contact our office for assistance. **Submit all requested documents to 'Central Wyoming College, ATTN: Rustler Central' by mail, in person, by email to records@cw.edu or by fax to 307-855-2092.**

SECTION 1: STUDENT INFORMATION

STUDENT'S FULL NAME: _____ SOCIAL SECURITY #: XXX - XX - ____ CWC ID #: _____

MAILING ADDRESS: _____ CITY: _____ STATE: _____ ZIP: _____

STUDENT'S DATE OF BIRTH: _____ EMAIL ADDRESS: _____ PHONE NUMBER: _____

HOUSING PLANS: On Campus Off Campus (on my own) Live with my parent(s) Live with: _____

PRIOR COLLEGE HISTORY: I have never attended college I have attended college previously. (List all colleges attended, including dates of attendance): _____

Include any community college, university, vocational or technical and dual / concurrent credits taken while in high school. You will also need to order 'official' transcripts from each of those schools / colleges to be sent directly to CWC by email to records@cw.edu or by fax to 307-855-2092.

SECTION 2: DID YOU FILE A 2017 U.S. INDIVIDUAL INCOME TAX RETURN WITH THE IRS?

YES – I DID FILE - TAX FILER COLUMN

Instructions: Complete this column if you did file or will file a **2017 U.S. Individual Income Tax Return** with the IRS. **The best way to verify income is by using the IRS Data Retrieval Tool (IRS DRT) when completing your FAFSA at www.fafsa.ed.gov.** In most cases, no further documentation is needed to verify 2017 income information that was **transferred** into your FAFSA using the IRS DRT (if that information was not changed). **Check the box that applies:**

I did file and used the IRS DRT when completing my FAFSA. My 2017 tax information was transferred into my FAFSA. **SKIP TO SECTION 3: CERTIFICATIONS & SIGNATURES.**

I did file but did NOT use the IRS DRT when completing my FAFSA, **but I will log back into my FAFSA and make a correction to use the IRS DRT** to transfer my 2017 tax information into my FAFSA. **SKIP TO SECTION 3: CERTIFICATIONS & SIGNATURES.**

I did file but was unable to use the IRS DRT when completing my FAFSA, and instead I am submitting a **signed copy** of my **2017 U.S. Individual Income Tax Return** that was filed with the IRS. (Form 1040, 1040A, 1040EZ including all schedules).

NO – I DID NOT FILE - NON-FILER COLUMN

Instructions: Complete this column if you did not file and are not required to file a **2017 U.S. Individual Income Tax Return** with the IRS.

STUDENT NON-FILER CERTIFICATION: I certify that I did not and I am not required to file a **2017 U.S. Individual Income Tax Return** with the IRS. **STUDENT SIGNATURE:** _____

DID YOU HAVE WAGES FROM WORKING IN 2017?

STUDENT CERTIFICATION - NO, I DID NOT WORK IN 2017. I certify that I was not employed and had no income earned from working in 2017. **STUDENT SIGNATURE:** _____

SKIP TO SECTION 3: CERTIFICATIONS & SIGNATURES

YES – I DID WORK IN 2017. Go to page 2 and list all employers you worked for in 2017. You will also need to **submit a copy of your 2017 W-2 forms or wage statements** to verify each of your incomes earned from working.

Student's Full Name: _____

Student's CWC ID #: _____

TAX FILER COLUMN – continued from page 1

NON-FILER COLUMN - continued from page 1

I did file but had to 'AMEND' / 'CORRECT' my 2017 U.S. Individual Income Tax Return. I must submit two documents to CWC. 1) A **signed copy** of my initial **2017 U.S. Individual Income Tax Return** that was filed with the IRS (Form 1040, 1040A, 1040EZ including all schedules) **AND** 2) A **signed copy** of my **2017 Amended U.S. Individual Income Tax Return** that was filed with the IRS (Form 1040X) that shows the changes to my return.

I did file but I do not have a copy of my 2017 U.S. Individual Income Tax Return. I will order a 2017 TAX RETURN TRANSCRIPT from the IRS (see the different options available to order a tax return transcript from the IRS below).

WAYS TO ORDER A TAX RETURN TRANSCRIPT FROM IRS

- **Get Transcript by MAIL or ONLINE from the IRS**
Go to IRS website: www.irs.gov (look for "Get Your Tax Record" – follow the steps on the IRS website to order your 'Tax Return Transcript' for 2017.
- **Automated IRS Telephone Request Line**
Call the IRS at 1-800-908-9946 and listen to the prompts carefully – again, be sure you are ordering the Tax Return Transcript.
- **Paper Request Form:** Complete and submit the IRS Form 4506T-EZ/IRS Form 4506-T.

The transcript is generally mailed to you within 10 business days from the IRS's receipt of the request.

Check here if a **2017 IRS Tax Return Transcript(s)** has been ordered from the IRS – date ordered: _____

Check this box if you have already submitted your **2017 IRS Tax Return Transcript(s)** or a **SIGNED copy** of your IRS Form 1040, 1040A, 1040EZ including all schedules) to CWC.

PLEASE NOTE: We cannot disburse any federal financial aid until all required documents have been submitted.

NON-FILER WAGES FROM WORKING IN 2017

| Student 2017 Employers: | Did you receive a W-2 form? | Total \$ amount earned from this employer |
|---|-----------------------------|---|
| <i>(Example) ABC's Auto Body Shop</i> | Yes | \$4,500.00 |
| | | \$ |
| | | \$ |
| | | \$ |
| | | \$ |
| | | \$ |
| | | \$ |
| | | \$ |
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| | | \$ |
| | | \$ |
| | | \$ |
| STUDENT'S Total Income Earned From Working in 2017 | | \$ |

REMINDER: Submit a copy of each W-2 form you received in 2017 to verify your wages. If you did not receive a W-2 from your employer, contact the employer and request a duplicate copy of your W-2. If you worked (odd jobs) and you did not receive a W-2, submit a signed written statement documenting the name of the employer and the amount of the wages you received from working in 2017.

PLEASE NOTE: We cannot disburse any federal financial aid until all required documents have been submitted

If more space is needed, provide a separate page with your name and ID number at the top.

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, sent to prison or both.

SECTION 3: CERTIFICATIONS AND SIGNATURES

Each person signing below, certifies that all of the information reported on this worksheet is complete and correct. The student and parent (who reported their information on the FAFSA) must sign and date.

Student Signature _____ Date _____

Parent Signature _____ Date _____