

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), via secure email ([records@cw.edu](mailto:records@cw.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  Other: \_\_\_\_\_

What is the student's college attendance history?  Never attended college  Attended CWC  Attended other colleges,  
list the name of college and 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 the parent(s) information below that **provided their information on the student's FAFSA.**

**As of the date the FAFSA was signed,** what was the marital status of the parent?

Never married  Married or Remarried, month and year: \_\_\_\_\_  Unmarried and both legal parents live together

Divorced, month and year of divorce: \_\_\_\_\_  Separated, month and year of separation: \_\_\_\_\_

Widowed, month and year widowed: \_\_\_\_\_ **\*\*If recently separated or divorced, submit documentation\*\***

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 / 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 SECTION – VERIFICATION OF 2021 INCOME INFORMATION**

**STUDENT DID FILE TAXES – complete column**

Complete this column if the student **DID** file a 2021 IRS Tax Return.

**Important Note:** The instructions below apply to the student. Complete this section if the student did file or will file a 2021 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 2021 income information that was transferred into the student's FAFSA using the IRS DRT if that information was not changed. **Check the box that applies:**

The student has used the IRS DRT in *FAFSA on the Web* to transfer 2021 IRS income tax return information into the FAFSA.

The student is unable or chooses not to use the IRS DRT in *FAFSA on the Web*, and instead will provide the institution with a **2021 IRS Tax Return Transcript(s) or a signed copy of the 2021 income tax return and applicable schedules.**

Check here if a **2021 IRS Tax Return Transcript(s) or a signed copy of the 2021 income tax return and applicable schedules has been submitted.**

**Amended IRS Income Tax Return** – An individual who filed an amended IRS income tax return for tax year 2021 must provide a signed copy of the **2021 IRS Form 1040X, "Amended U.S. Individual Income Tax Return,"** that was filed with the IRS or **documentation from the IRS** that include the change(s) made by the IRS, **in addition to one of the following:**

**IRS DRT information on an ISIR record** with all tax information from the original tax return;

**2021 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 2021 IRS Form 1040** and the applicable schedules that were filed with the IRS.

**STUDENT DID NOT FILE TAXES – complete column**

Complete this column if the student **DID NOT** and is **NOT required** to file a 2021 IRS Tax Return.

**Important Note:** The instructions and certifications below apply to the student. Complete this section if the student will not file and is not required to file a 2021 IRS income tax return. **Check the box that applies:**

The student was not employed and had no income earned from work in 2021.

The student was employed in 2021 and have listed below the names of all employers, the amount earned from each employer, and if a 2021 IRS W-2 form or an equivalent document has been submitted to CWC. **Submit copies of all 2021 IRS W-2 forms issued to the student by their employers.**  
Note: If you do not have a copy of the W-2 forms, contact the employer and request a duplicate copy or order wage statements from the IRS using the IRS Form 4506-T (see page 5 for instructions).

**STUDENT NON-FILER:** List every employer even if you were not issued a 2021 W-2 form in box below:

Name of Student's Employers in 2021	Has a 2021 IRS W-2 form been submitted to CWC (Yes or No)	Annual Amount Earned in 2021
<i>Example – ABC Auto Body</i>	<i>Yes</i>	<i>\$1000</i>
<b>Total of 2021 Income Earned From Work</b>		<b>\$</b>

Student **2021 IRS W-2 forms** have been submitted.

Student **2021 IRS W-2 forms** will be ordered and submitted at a later date. *Processing of your file will be delayed until all forms are submitted.*

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

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

**PARENT SECTION – VERIFICATION OF 2021 INCOME INFORMATION**

**PARENT(S) DID FILE TAXES – complete column**

Complete this column if the parent(s) **DID** file a 2021 IRS Tax Return.

**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 2021 or had a change in marital status after December 31, 2021. Complete this section if the parents did file or will file a 2021 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](https://fafsa.gov).** In most cases, no further documentation is needed to verify 2021 income information that was transferred into the student's FAFSA using the IRS DRT if that information was not changed. **Check the box that applies:**

- The parents have used the IRS DRT in *FAFSA on the Web* to transfer 2021 IRS income tax return information into the student's FAFSA.
- The parents are unable or choose not to use the IRS DRT in *FAFSA on the Web*, and instead will provide the institution with a **2021 IRS Tax Return Transcript(s) or a signed copy of the 2021 income tax return and applicable schedules.**
  - Check here if a **2021 IRS Tax Return Transcript(s) or a signed copy of the 2021 income tax return has been submitted.**
- Amended IRS Income Tax Return** – An individual who filed an amended IRS income tax return for tax year 2021 must provide a copy of the **2021 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:**
  - IRS DRT information on an ISIR record** with all tax information from the original tax return,
  - 2021 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 2021 IRS Form 1040** and the applicable schedules that were filed with the IRS.

**PARENT(S) DID NOT FILE TAXES - complete column**

Complete this column if the parent(s) **DID NOT and are NOT required** to file a 2021 IRS Tax Return.

**Important Note:** 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 2021 IRS income tax return. **Check the box that applies below:**

- Neither parent was employed in 2021 nor neither had income earned from work in 2021.
- One or both parents were employed in 2021 and have listed the names of all employers, the amount earned from each employer, and whether an IRS W-2 form or an equivalent document has been provided. **Submit copies of all 2021 IRS W-2 forms issued to the parents by their employers.** Note: If you do not have a copy of the W-2 forms, contact the employer and request a duplicate copy or order wage statements from the IRS using the IRS Form 4506-T (see page 5 for instructions).

**PARENT NON-FILER:** List every employer even if parents were not issued a 2021 W-2 form in box below:

Name of Parents Employers in 2021	Has a 2021 IRS W-2 form been submitted to CWC (Yes or No)	Annual Amount Earned in 2021
<i>Example – ABC Auto Body</i>	<i>Yes</i>	<i>\$1000</i>
<b>Total of 2021 Income Earned From Work</b>		<b>\$</b>

- Parents **2021 IRS W-2 forms** have been submitted.
- Parents **2021 IRS W-2 forms** will be ordered and submitted at a later date. *Processing of the file will be delayed until all forms are submitted.*

**PARENT(S) NON-FILER** – Provide documentation from the IRS or other relevant tax authority dated on or after October 1, 2022 that indicates a 2021 IRS income tax return was not filed with the IRS or other relevant tax authority, or a signed statement certifying that the individual attempted to obtain confirmation of non-filing from the IRS or other relevant tax authority and was unable to obtain the required documentation.

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

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

**PARENT – “NON-TAX FILER” SECTION – continued**

- Check here if **Parent's 2021 IRS Verification of Non-Filing or a signed statement has been provided.** *Please note: If both parents are Non-Filers, each parent will need to order 'individual' 2021 IRS Verification of Non-Filings.*
- Check here if **Parent's 2021 IRS Verification of Non-Filing(s)** have been ordered from the IRS using Form 4506-T – list the date you ordered your document: \_\_\_\_\_ *(processing of your file will be delayed until all documents are submitted).*

**Please note:** if parents do not receive a response from the IRS within **10 business day** of ordering the Verification of Non-Filing, please contact CWC and **request the 'alternative documentation' for them to complete to confirm their non-filing status.**

**TO ORDER A TAX RETURN TRANSCRIPT, VERIFICATION OF NON-FILING, OR W-2'S FROM THE IRS**

The instructions below explain how to order a 2021 Tax Return Transcript, 2021 Verification of Non-Filing and 2021 Wages Statements from the IRS. Please let us know if you need assistance obtaining your document(s).

- **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 will arrive in 5 to 10 business days – please submit it to CWC upon receipt.
- **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. Please submit to CWC upon receipt.
- **Automated Telephone Request** – Call the IRS at 1-800-908-9946 (you will enter your Social Security number, verify your address, select number 2 to order a Transcript of your Tax Return – it is FREE.) The transcript will arrive in 5 to 10 business days – please submit it to CWC upon receipt.
- **Paper Request Form** – IRS Form 4506T-EZ or IRS Form 4506-T. The transcript will arrive in 5 to 10 business days – please submit it to CWC upon receipt. **If you filed an Amended Return – please order Tax Account Transcript AND Record of Account.**

**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 & PARENT CERTIFICATIONS AND SIGNATURES**

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

\_\_\_\_\_  
Print Student's Name Student's ID Number

\_\_\_\_\_  
Student's Signature (Required) Date

\_\_\_\_\_  
Parent's Signature (Required) Date

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