

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. **Please complete, print, sign this worksheet and submit all requested documents as soon as possible to 'Central Wyoming College, ATTN: Rustler Central'.**

**STUDENT INFORMATION**

STUDENT'S FULL NAME: \_\_\_\_\_ CWC ID #: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

STUDENT'S DATE OF BIRTH: \_\_\_\_\_ EMAIL ADDRESS: \_\_\_\_\_ PHONE NUMBER: \_\_\_\_\_

HOUSING PLANS:  On Campus  Off Campus (live on my own)  Live with Parents or Family  Other: \_\_\_\_\_

PRIOR COLLEGES ATTENDED:  I have never attended college  I have attended: \_\_\_\_\_

Include community colleges, universities, vocational, technical, HS/Dual/Concurrent, also include dates of attendance. Next, you will need to order 'official college transcripts' from each college.

**STUDENT 2016 TAX INFORMATION**

**Did you complete a 2016 Tax Return? Complete the column that applies:**

**YES, I did file a 2016 IRS Tax Return. CONTINUE TO COMPLETE THE TAX FILER COLUMN.**

**Instructions:** Complete this section if the student filed or will file a 2016 IRS income tax return. ***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](http://FAFSA.gov).*** In most cases, no further documentation is needed to verify 2016 income information that was transferred into the student's FAFSA using the IRS DRT if that information was not changed by the FAFSA filer. **Check the box that applies:**

The student has used the IRS DRT in *FAFSA on the Web* to transfer 2016 IRS income tax return information into the student's FAFSA.

The student has not yet used the IRS DRT in *FAFSA on the Web*, but will use the tool to transfer 2016 IRS income tax return information into the student's FAFSA.

The student is unable or chooses not to use the IRS DRT in *FAFSA on the Web*, and instead will provide the school with a **2016 IRS Tax Return Transcript(s)** – this must be ordered from the IRS (Internal Revenue Service). **A 2016 IRS Tax Return Transcript** may be obtained through:

**NO, I did not file a 2016 IRS Federal Tax Return. CONTINUE TO COMPLETE NON-TAX FILER COLUMN.**

**Instructions:** The instructions and certifications below apply to the student. Complete this section if the student did not file and is not required to file a 2016 income tax return with the IRS. **Check the box that applies:**

I certify that I did NOT and am NOT required to file a 2016 IRS Tax Return. **Student Signature:** \_\_\_\_\_

**STUDENT 2016 WAGE INFORMATION FROM WORK:**

I certify that I was not employed and had no income earned from work in 2016.

**Student Signature:** \_\_\_\_\_

The student **was employed** in 2016. List on page 2 every employer even if the employer did not issue an IRS W-2 form. If an official W-2 form was not given to the student, please provide a written statement documenting the wages earned. *If more space is needed, provide a separate page with the student's name and ID number at the top.*

Student’s Full Name: \_\_\_\_\_

Student’s CWC ID #: \_\_\_\_\_

**TAX FILER COLUMN** – continued from previous page/column

- 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 "IRS Tax Return Transcript" and **NOT** the "IRS Tax 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), under the Tools heading, click "Get a tax transcript." Click "Get Transcript ONLINE." Make sure to request the "IRS Tax Return Transcript" and **NOT** the "IRS Tax 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.
- Automated Telephone Request – 1-800-908-9946. Transcript is generally received within 10 business days from 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.

- Check here if a **2016 IRS Tax Return Transcript(s)** is provided.
- Check here if a **2016 IRS Tax Return Transcript(s)** will be provided later.

**NON-TAX FILER COLUMN** - list all employers in 2016 below:

**Submit copies of all 2016 IRS W-2 forms issued to the student by their employers.**

Student 2016 Employer’s Name	IRS W-2 or an Equivalent Document Provided?	Annual Amount Earned in 2016
<i>(Example) ABC's Auto Body Shop</i>	Yes	\$4,500.00
Total Amount of Income Earned From Work		\$

**CERTIFICATIONS AND SIGNATURES**

Each person signing below certifies that all of the information reported is complete and correct on both pages of this worksheet. The student and one parent (if dependent - the parent whose information was reported on the FAFSA) must sign and date.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent Signature (if dependent student)

\_\_\_\_\_  
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.**