

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 reported on your FAFSA. To complete this verification process, we will compare your FAFSA information with the information on this worksheet and with 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: \_\_\_\_\_

STUDENT'S MARITAL STATUS:  Single  Married, date: \_\_\_\_\_  Separate/Divorced, date: \_\_\_\_\_  Other: \_\_\_\_\_

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 FAMILY INFORMATION

List below the people in the student's household. Include the **STUDENT**, **SPOUSE** (if married), **STUDENT'S/SPOUSE'S CHILDREN** (if the student or spouse will provide more than half of the children's support from July 1, 2018 through June 30, 2019, even if a child does not live with the student), **OTHER PEOPLE** (if they now live with the student and the student/spouse provides more than half of the other person's support, and will continue to provide more than half of that person's support through June 30, 2019). **NUMBER IN COLLEGE:** Include in the space below information about any household member who is, or 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, 2018 and June 30, 2019, and include the name of the college. Note: We may require additional documentation if we have reason to believe that the information regarding the household members enrolled in eligible postsecondary educational institutions is inaccurate. *If more space is needed, provide a separate page with the student's name and ID number at the top.*

Full Name	Age	Relationship to the student	College Name	Will be enrolled at least half-time?
Student:		Student / Self	Central Wyoming College	Yes

### STUDENT 2016 TAX INFORMATION

**Did you and spouse (if married), complete a 2016 Tax Return? Complete the column that applies:**

- |   |  |
|---|--|
| <input type="checkbox"/> <b>YES, I /we <u>did</u> file a 2016 IRS Tax Return.</b> CONTINUE TO COMPLETE THE <b><u>TAX FILER COLUMN</u></b> . The instructions in this column apply to the student and spouse (if married). | <input type="checkbox"/> <b>NO, I /we <u>did not</u> file a 2016 IRS Tax Return.</b> CONTINUE TO COMPLETE THE <b><u>NON-TAX FILER COLUMN</u></b> . The instructions and certifications in this column apply to the student and spouse (if married) that are listed |
|---|--|

Student’s Full Name: \_\_\_\_\_

Student’s CWC ID #: \_\_\_\_\_

**TAX FILER COLUMN** - *Notify the financial aid office if the student or spouse filed separate IRS income tax returns for 2016 or had a change in marital status after December 31, 2016.*

**Instructions:** Complete this section if the student and spouse (if married) 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 log back in to the FAFSA and 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:
  - 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 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.

If the student and spouse filed separate 2016 IRS income tax returns, the IRS DRT cannot be used and the 2016 IRS Tax Return Transcript(s) must be provided for each the student and spouse.

**NON-TAX FILER COLUMN** – on the previous page

above. Complete this section if the student and spouse (if married) will not file and are not required to file a 2016 income tax return with the IRS.

I certify that I did **NOT** and was **NOT** required to file a 2016 IRS Tax Return. If married, BOTH student and spouse (if non-filer) must sign below AND provide documentation from the IRS dated on or after October 1, 2017 indicating a **2016 IRS income tax return was not filed** with the IRS (order from the IRS using IRS Form 4506-T).

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

Spouse Signature: \_\_\_\_\_

- Check here if Verification of Non-Filing has been submitted.
- Check here if Verification of Non-Filing has been ordered and will be provided later. Date ordered: \_\_\_\_\_

**STUDENT / SPOUSE 2016 WAGE INFORMATION FROM WORKING:**

**Student:** I certify that I was not employed and had no income earned from work in 2016.  
Student Signature: \_\_\_\_\_

**Spouse** (if married): I certify that I was not employed and had no income earned from work in 2016.  
Spouse Signature: \_\_\_\_\_

Student and spouse (if married) were employed in 2016. List 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 or spouse (if married), 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. Submit copies of all 2016 IRS W-2 forms issued to the student and spouse (if married) 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>	<i>Yes</i>	<i>\$4,500.00</i>
Total Amount of Student’s Income Earned From Work		

Student’s Full Name: \_\_\_\_\_

Student’s CWC ID #: \_\_\_\_\_

**TAX FILER COLUMN**

**NON-TAX FILER COLUMN**

**SPOUSE 2016 WAGE INFORMATION FROM WORK - continued:**

- 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. Date ordered: \_\_\_\_\_

Spouse (if married) - 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 Spouse’s Income Earned From Work		

**STUDENT / SPOUSE CERTIFICATIONS AND SIGNATURES**

Each person signing below certifies that all information reported is complete and correct on all 3 pages of this worksheet.

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

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

Spouse Signature (if married): \_\_\_\_\_

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.**