

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

PARENT'S HOUSEHOLD INFORMATION

STUDENT'S FULL NAME: _____ STUDENT'S CWC ID #: _____
 PARENT'S FULL NAME: _____ PARENT PHONE #: _____
 PARENT'S MARITAL STATUS: Single Married, date: _____ Separate/Divorced, date: _____ Other: _____
 PARENT'S MAILING ADDRESS: _____ CITY: _____ STATE: _____ ZIP: _____
 PARENT'S EMAIL ADDRESS: _____ WILL STUDENT LIVE W/PARENT WHILE ATTENDING COLLEGE? _____

List below the people in parent's household. Include the **STUDENT** (even if the student doesn't live with the parents), **PARENT and STEPPARENT (if married)**, **PARENTS OTHER CHILDREN** (if parents will provide more than half of the children's support from July 1, 2018 through June 30, 2019, or if the other children would be required to provide parental information if they were completing a FAFSA for 2018-2019. Include children who meet either of these standards, even if a child does not live with the parents), **OTHER PEOPLE** (if they now live with the parents and the parents provide 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	Central Wyoming College	Yes

PARENT 2016 TAX INFORMATION

Did PARENTS file or will file a 2016 Tax Return? Complete the column that applies below:

<input type="checkbox"/> YES , parents did <u>file or will file</u> a 2016 IRS Federal Income Tax Return. CONTINUE TO COMPLETE THE <u>TAX FILER COLUMN</u> . The instructions in this column apply to each parent included in the household listed above. <i>Notify the financial aid office if the parents filed separate IRS income tax returns for 2016 or had a change in marital status after December 31, 2016. 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.</i>	<input type="checkbox"/> NO , parents did <u>NOT</u> and are <u>NOT</u> required to file a 2016 IRS Federal Tax Return. CONTINUE TO COMPLETE THE <u>NON-TAX FILER COLUMN</u> . The instructions and certifications in this column apply to each parent included in the household listed above. Complete this section if the parents will <u>not file and are not required</u> to file a 2016 income tax return with the IRS.
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Parent's Name: _____ Student's Name: _____ Student's CWC ID: _____

TAX FILER COLUMN - 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 parents have used the IRS DRT in *FAFSA on the Web* to transfer 2016 IRS income tax return information into the student's FAFSA.
- The parents have 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 parents are 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)**. A 2016 IRS Tax Return Transcript may be obtained through:
 - Get Transcript by MAIL – Go to 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, 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.
- 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 - **Check the box that applies below:**

- I (parent) **certify that I did NOT and was NOT required to file a 2016 IRS Tax Return.** If married, BOTH parents must sign below (if non-filers) 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).
- Parent 1 Signature** (Father/Step Father/Other): _____
- Parent 2 Signature** (Mother/Step Mother/Other): _____
- 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: _____

PARENT 2016 WAGE INFORMATION FROM WORK:

- Parent 1 (Father/Stepfather/Other):** I certify that I was not employed and had no income earned from work in 2016.
Parent 1 Signature (Father/Step Father/Other): _____
- Parent 2 (Mother/ Step Mother/Other):** I certify that I was not employed and had no income earned from work in 2016.
Parent 2 Signature (Mother/Step Mother/Other): _____
- One or both parents 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 parent, 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 parents by their employers.***

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

Parent's Name: _____ Student's Name: _____ Student's CWC ID: _____

PARENTS CERTIFICATIONS AND SIGNATURES

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

Parent 1 Signature: _____ Date: _____

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.