

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:

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

The instructions in this column apply to the student and spouse (if married). ***Notify our 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.***

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

The instructions and certifications in this column apply to the student and spouse (if married) that are listed 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.

Student's Full Name: _____

Student's CWC ID #: _____

TAX FILER COLUMN - **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.** 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, 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.

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 - **Check the box that applies:**

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

- Check here if a **2016 IRS Tax Return Transcript(s)** is provided.
- Check here if a **2016 IRS Tax Return Transcript(s)** has been ordered and will be provided later. Date ordered: _____

NON-TAX FILER COLUMN - STUDENT / SPOUSE 2016

WAGE INFORMATION FROM WORK - continued:

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>	<i>Yes</i>	<i>\$4,500.00</i>
Total Amount of Spouse's Income Earned From Work		

HIGH SCHOOL COMPLETION STATUS

Provide **one** of the following documents to indicate your high school completion status when you will begin college in 2018-19. **If you are not able to obtain the documentation listed below, please contact a Central Wyoming College financial aid staff member.**

- The student's final **official** high school transcript with *final GPA and graduation date* sent directly to Central Wyoming College, ATTN: Rustler Central or delivered in a sealed envelope from the issuing institution.
- Students who have received the equivalent of a high school diploma (GED, HiSET, TASC, or other State-authorized examination) must submit their official test scores (not the certificate).
- For a homeschooled student in a state where state law does not require the student to obtain a secondary school completion credential for homeschool (other than a high school diploma or its recognized equivalent), a transcript or the equivalent, signed by the student's parent or guardian, that lists the secondary school courses the student completed and includes a statement that the student successfully completed a secondary school education in a homeschool setting.
- An academic **official** transcript that indicates the student successfully completed at least a two-year program that is acceptable for full credit toward a bachelor's degree.

I have already submitted my high school completion documents to Central Wyoming College.

STUDENT / SPOUSE CERTIFICATIONS AND SIGNATURES

Each person signing below certifies that all information reported is complete and correct on all 4 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.

COMPLETE THE REVERSE SIDE OF THIS PAGE – must be completed in the presence of staff member or notary

Student's Full Name: _____

Student's CWC ID #: _____

2018 - 19 IDENTITY AND STATEMENT OF EDUCATIONAL PURPOSE

(Do not complete in advance – to be completed in the presence of a Central Wyoming College Official OR in the presence of a Public Notary)

The student must appear in person at Central Wyoming College (Riverton, Lander or Jackson campus) to verify his or her identity by presenting an unexpired valid government-issued photo identification (ID), such as, but not limited to, a driver's license, other state-issued ID, or passport. The institution will maintain a copy of the student's photo ID that is annotated by the institution with the date it was received and reviewed, and the name of the official at the institution authorized to receive and review the student's ID.

In addition, the student must sign, in the presence of the institutional official or if unable to complete in person must be completed in the presence of a Notary Public, the Statement of Educational Purpose provided below.

Statement of Educational Purpose

I certify that I _____ am the individual signing this Statement of Educational Purpose
(Print Student's Name)

and that the Federal student financial assistance I may receive will only be used for educational purposes and to pay the cost of attending Central Wyoming College for 2018-2019.

Student Signature: _____ Student's ID Number: _____ Date: _____

Central Wyoming College - Certificate of Acknowledgement (Office Use)

Student's Name: _____ Student's ID #: _____

Presented _____ CWC Official Signature: _____
(Type of unexpired valid, government-issued photo ID) Date: _____

If the student is unable to appear in person at Central Wyoming College to verify his or her identity, the student must provide to CWC:

- (a) A copy of the unexpired valid government-issued photo identification (ID) that is acknowledged in the notary statement below, or that is presented to a notary, such as, but not limited to, a driver's license, other state-issued ID, or passport; and
- (b) The original Statement of Educational Purpose provided above, which must be notarized. If the notary statement appears on a separate page than the Statement of Educational Purpose, there must be clear indication that that the Statement of Educational Purpose was the document notarized.

Public Notary - Certificate of Acknowledgement (to be completed if a student is not able to appear in person at Central Wyoming College)

State of _____ City/County of _____

On _____, before me, _____
(Date) (Notary's name)

personally appeared, _____
(Printed name of signer)

and proved to me on basis of satisfactory evidence of identification _____ to
(Type of unexpired government-issued photo ID provided)

be the above named person who signed the foregoing instrument.

WITNESS my hand and official seal
(seal) _____
(Notary signature)

My commission expires on _____
(Date)