

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. **Submit all requested documents to 'Central Wyoming College, ATTN: Rustler Central' by mail, in person, by email to records@cwcc.edu or by fax to 307-855-2092.**

SECTION 1: STUDENT INFORMATION

STUDENT'S FULL NAME: _____ SOCIAL SECURITY #: XXX – XX - ____ CWC ID #: _____

SPOUSE'S FULL NAME: _____ SPOUSE'S SOCIAL SECURITY #: XXX – XX - ____

MAILING ADDRESS: _____ CITY: _____ STATE: _____ ZIP: _____

STUDENT'S DATE OF BIRTH: _____ EMAIL ADDRESS: _____ PHONE NUMBER: _____

MARITAL STATUS: _____ (Single, Married, Separated, Divorced, Widowed) – DATE OF STATUS: _____

HOUSING PLANS: On Campus Off Campus (on my own) Live with my parent(s) Live with: _____

PRIOR COLLEGE HISTORY: I have never attended college I have attended college previously. (List all colleges attended, including dates of attendance): _____

Include any community college, university, vocational or technical and dual / concurrent credits taken while in high school. You will also need to order 'official' transcripts from each of those schools / colleges to be sent directly to CWC by email to records@cwcc.edu or by fax to 307-855-2092.

SECTION 2: 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, 2019 through June 30, 2020, 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, 2020). **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, 2019 and June 30, 2020, 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 2019-2020?

Student's Full Name: _____

Student's CWC ID #: _____

SECTION 3: DID YOU FILE A 2017 U.S. INDIVIDUAL INCOME TAX RETURN WITH THE IRS? **YES – I DID FILE - TAX FILER COLUMN**

Instructions: Complete this column if you AND your spouse (if married) did file or will file a **2017 U.S. Individual Income Tax Return** with the IRS. *The best way to verify income is by using the IRS Data Retrieval Tool (IRS DRT) when completing your FAFSA at www.fafsa.ed.gov.* In most cases, no further documentation is needed to verify 2017 income information that was transferred into your FAFSA using the IRS DRT (if that information was not changed). **Notify us if you filed separate returns or had a change in marital status after Dec. 31, 2017.**
Check the box that applies:

I / we did file and used the IRS DRT when completing my FAFSA. My 2017 tax information was transferred into my FAFSA. **SKIP TO SECTION 4: CERTIFICATIONS & SIGNATURES.**

I / we did file but did NOT use the IRS DRT when completing my FAFSA, but **I will log back into my FAFSA and make a correction to use the IRS DRT** to transfer my/our 2017 tax information into my FAFSA. **SKIP TO SECTION 4: CERTIFICATIONS & SIGNATURES.**

I / we did file but was not able to use the IRS DRT when completing my FAFSA, and instead I am submitting a **signed copy** of my **2017 U.S. Individual Income Tax Return** that was filed with the IRS. (Form 1040, 1040A, 1040EZ including all schedules).

I / we did file but had to 'AMEND' / 'CORRECT' my/our 2017 U.S. Individual Income Tax Return. I must submit two documents to CWC. 1) A **signed copy** of my initial **2017 U.S. Individual Income Tax Return** that was filed with the IRS (Form 1040, 1040A, 1040EZ including all schedules) **AND** 2) A **signed copy** of my **2017 Amended U.S. Individual Income Tax Return** that was filed with the IRS (Form 1040X) that shows the changes to my return.

I / we did file but I do not have a copy of my/our 2017 U.S. Individual Income Tax Return. I will order a 2017 TAX RETURN TRANSCRIPT from the IRS (go to page 3 to see the different options available to order a tax return transcript from the IRS).

PLEASE NOTE: We cannot disburse any federal financial aid until all required documents have been submitted.

 NO – I DID NOT FILE - NON-FILER COLUMN

Instructions: Complete this column if you AND your spouse (if married) did not file and are not required to file a **2017 U.S. Individual Income Tax Return** with the IRS.

STUDENT NON-FILER CERTIFICATION: I certify that I did not and I am not required to file a **2017 U.S. Individual Income Tax Return** with the IRS. **STUDENT SIGNATURE:** _____

SPOUSE NON-FILER CERTIFICATION: I certify that I did not and I am not required to file a **2017 U.S. Individual Income Tax Return** with the IRS. **SPOUSE SIGNATURE:** _____

Per Federal Student Aid, as of January 9, 2019, individuals are still required to attempt to obtain a verification of non-filing (VNF) from the IRS. You and your spouse (if married) must each complete the IRS Form 4506-T requesting a Verification of Non-Filing from the IRS. Submit your request(s) to CWC and we will fax it to the IRS for you AND keep a copy on file documenting your attempt to obtain the VNF. The IRS should send you a VNF within 10 working days. If you do not receive it within the 10 days, please contact our office.

Check here if a 2017 Verification of Non-Filing has been ordered from the IRS. Date(s) ordered: _____

Check here if you have already ordered and received the Verification of Non-Filing from the IRS. Submit the VNF to CWC.

DID YOU HAVE WAGES FROM WORKING IN 2017?

STUDENT CERTIFICATION - NO, I DID NOT WORK IN 2017. I certify that I was not employed and had no income earned from working in 2017. **STUDENT SIGNATURE:** _____

SKIP TO SECTION 4: CERTIFICATIONS AND SIGNATURES.

SPOUSE CERTIFICATION - NO, I DID NOT WORK IN 2017. I certify that I was not employed and had no income earned from working in 2017. **SPOUSE SIGNATURE:** _____

SKIP TO SECTION 4: CERTIFICATIONS AND SIGNATURES.

YES – I / WE DID WORK IN 2017. Go to page 3 and list all employers you and spouse (if married) worked for in 2017. You will also need to **submit a copy of your 2017 W-2 forms or wage statements** to verify each of your incomes earned from working.

Student's Full Name: _____

Student's CWC ID #: _____

TAX FILER COLUMN – continued from page 2

WAYS TO ORDER A TAX RETURN TRANSCRIPT FROM IRS

- Get Transcript by MAIL or ONLINE from the IRS
Go to IRS website: www.irs.gov (look for "Get Your Tax Record" – follow the steps on the IRS website to order your 'Tax Return Transcript' for 2017.
- Automated IRS Telephone Request Line
Call the IRS at 1-800-908-9946 and listen to the prompts carefully – again, be sure you are ordering the Tax Return Transcript.
- Paper Request Form: Complete and submit the IRS Form 4506T-EZ/IRS Form 4506-T.

The transcript is generally mailed to you within 10 business days from the IRS's receipt of the request.

Check here if a **2017 IRS Tax Return Transcript(s)** has been ordered from the IRS – date ordered: _____

Check this box if you have already submitted your **2017 IRS Tax Return Transcript(s)** or a **SIGNED copy** of your IRS Form 1040, 1040A, 1040EZ including all schedules) to CWC.

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, sent to prison or both.

NON-FILER COLUMN - continued from page 2

NON-FILER WAGES FROM WORKING IN 2017

Student 2017 Employers:	Did you receive a W-2 form?	Total \$ amount earned from this employer
(Example) ABC's Auto Body Shop	Yes	\$4,500.00
(Student)		\$
(Student)		\$
(Student)		\$

STUDENT'S Total Income Earned From Working in 2017

\$

Spouse 2017 Employers:	Did you receive a W-2 form?	Total \$ amount earned from this employer
(Spouse)		\$
(Spouse)		\$
(Spouse)		\$

SPOUSE'S Total Income Earned From Working in 2017

\$

REMINDER: Submit a copy of each W-2 form you and spouse (if married) received in 2017 to verify your and spouses wages. If you did not receive a W-2 from your employer, contact the employer and request a duplicate copy of your W-2. If you worked (odd jobs) and you did not receive a W-2, submit a signed written statement documenting the name of the employer and the amount of the wages you received from working in 2017.

PLEASE NOTE: We cannot disburse any federal financial aid until all required documents have been submitted

If more space is needed, provide a separate page with your name and ID number at the top.

SECTION 4: CERTIFICATIONS AND SIGNATURES

Each person signing below, certifies that all of the information reported on this worksheet is complete and correct. The student and spouse (if married) must sign and date.

Student Signature _____

Date _____

Spouse Signature (if married) _____

Date _____