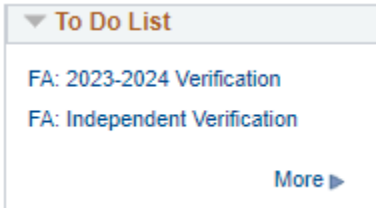


Independent Student Verification e-Form Guide

For fall 2023, students will be able to complete the verification paperwork online via the PeopleSoft e-Form. The link to the e-verification form is located on the “FA:2023-2024 Verification” checklist on the “To Do List”. Note: the form auto-saves and requires submission before it can be processed.



Note: If the e-Form is returned, you will receive an email from the Financial Aid office letting you know what you need to do. Once you receive the email and make the necessary corrections, submit again.

1. Click on the blue hyperlink to begin the process.

The following pop-up box will come up:

FA: 2023-2024 Verification

Aid Year 2024

Contact

Institution Central Washington University
Admin Function Financial Aid

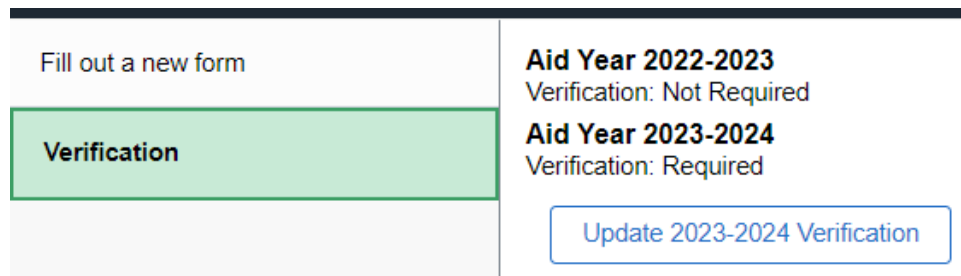
FA: 2023-2024 Verification

Complete the [2023-2024 Verification Form](#) in MyCWU.

If you need to request a copy of tax forms or a non-filing letter from the IRS, we recommend you do so online before May to ensure you make our verification document deadline of July 15.

Return

2. Click on the blue highlighted 2023-2024 Verification Form link



3. Click on Update 2023-2024 Verification.

Step 1: Household information

Enter the student's household information

The screenshot shows a 'Verification' form with two main sections: 'Student Household' and 'Student Income'.
Student Household: Includes a dropdown for 'What is your current marital status?', two radio buttons for 'Do you have children you support?' and 'Do you have other dependents you support?' (both set to 'No'), and a table with columns: Last Name, First Name, Age, Relationship, Primary Support, and School Name. The table contains one row with the number '1' in the first column.
Student Income: Includes a radio button for 'Did you earn income in 2020?' (set to 'No') and a dropdown for '2020 Tax Status'.

- Select the marital status. Options: Married/Remarried, Divorced/Separated, Never Married, Widowed or Living Together.
- If married, you must add spouse by clicking on the Add Spouse button.

This close-up shows the 'What is your current marital status?' dropdown menu with 'Married' selected. Below it is a date picker for 'When were you married?'. There are also two radio buttons for 'Do you have children you support?' and 'Do you have other dependents?' (both set to 'No').

- Enter Spouse information and click Done.

The 'Edit Information' modal contains the following fields:
- *Last Name: text input field
- *First Name: text input field
- *Age: text input field
- *Relationship: dropdown menu
- A question: 'Between September 2022 and June 2023 will they attend college/university at least half-time?' with a radio button set to 'No'.
Buttons: Cancel, Done (with a close icon).

- Answer the "Do you have children to support?" question. If you enter yes, click the "Add Child Dependent" button.

Student Household

What is your current marital status?

Do you have children you support? Yes

Do you have other dependents you support? No

Add Child Dependent

Enter the child dependent information on the pop-up window then click done. If you need to enter more than one, click the “Add Child Dependent” again.

Edit Information x

*Last Name

*First Name

*Age

*Relationship

Between September 2023 and June 2024 will your parents provide more than 50% of their financial support.
 No

Between September 2023 and June 2024 will they attend college/university at least half-time? Siblings or others enrolled in Running Start Programs should not be included as attending.
 No

- e. Answer the “Do you have other dependents?”. This refers to other dependents other than your children for whom you provide more than 50% financial support. If you enter yes, select the “Add Other Dependent” button.
- f. **NOTE: for children under the age of 1 and unborn children who will be born during the aid year, choose 1 as the age in the drop-down menu.**

Student Household

What is your current marital status?

Do you have children you support? Yes

Do you have other dependents you support? Yes

Add Child Dependent

Add Other Dependent

Enter the child dependent information on the pop-up window then click done. If you need to enter more than one, click the “Add Other Dependent”.

Edit Information Cancel Done ×

*Last Name

*First Name

*Age

*Relationship

Between September 2023 and June 2024 will your parents provide more than 50% of their financial support.

No

Between September 2023 and June 2024 will they attend college/university at least half-time? Siblings or others enrolled in Running Start Programs should not be included as attending.

No

- g. The other dependents will appear on the verification list, to edit or delete, click on the name. A “Delete” button will appear on the bottom on the pop-up window:

Edit Information Cancel Done ×

*Last Name

*First Name

*Age

*Relationship

Between September 2022 and June 2023 will you provide more than 50% of their financial support.

Yes

Between September 2022 and June 2023 will they attend college/university at least half-time?

No

Step 2: Enter the Income information

- a. Answer “Did you earn income in 2021?”

Student Income

Tax Year = 2021

Did you earn income in 2021? Yes No

2021 Tax Status ▼

[Add Student Tax Return/Transcript](#)

- b. Answer the Tax Status question. Independent students who were not required to file, will need to upload the IRS Non-Filing Verification letter.

Student Income

Tax Year = 2021

Did you earn income in 2021? No Yes

2021 Tax Status ▼

Note: Independent students who did not and were not required to file a tax return in 2021 are required to submit a "Verification of Non-Filing Letter" from the IRS dated on or after October 1, 2022, stating that they did not file a 2021 IRS income tax return. This is obtained from the IRS by submitting IRS Form 4506-T and checking box 7. Please indicate your request is for tax year 2021 on Line 9. Scan this document and add it to the "Add Student Non-Filing Verification".

[Add Student Non-Filing Verification](#)

- i. To upload the IRS Non-filing verification, click the “Add Student Non-Filing Verification” button. Then click the “My Device” icon to search for the file, or you can drop a file in the box below the button.



Once you added the document(s), click the “Upload” button, then the “Done” button. To view the file you uploaded, click the link “View Attachment” that appeared after the uploaded document.

meeting.jpg

[View Attachment](#)

- ii. Students who did file taxes but did not use the IRS Data Retrieval Tool can upload a copy of the IRS Tax Return Transcript or a signed copy of the IRS 1040 tax return.

Student Income

Tax Year = 2021

Did you earn income in 2021? Yes No

2021 Tax Status ▼

[Add Student Tax Return/Transcript](#)

- iii. Students who did earn income but were not required to file, enter the income you earned by clicking the “Add Income” button. If you did not receive a W2, enter the reason why you didn’t receive one in the “Why Not?” box.

Cancel
Edit Information
Done ×

Employer

Amount

W2/1099 Exists? **No**

Why not?

The income will appear below the “Add Income” button, to edit or delete, click on the employer’s name.

Add Income

	Description ▾	Amount ▾	W2/1099 ▾
1	CWU	2000.000	Yes

Step 3: Student Identity and Educational Purpose

- a. Some students will be required to submit documents to verify their identity and complete the Statement of Educational Purpose form. You are required to complete this form, in person, at the Financial Aid office on campus or at a campus center.
- b. Student who are required to complete the Education Statement form also must provide a copy of their unexpired driver’s License or other State issued identification at the time they complete the form.

Step 4: Sign and Submit the Verification Form

- a. Once you have completed entering and uploading the required documents, click the “Submit” on the bottom left of the page. Note, if you are not ready to submit, then click “Return to Search”, your changes will be saved.
- b. The signature page will appear when you click the “Submit” button.
- c. Sign in the box, then click accept, then you will be able to submit.

Note: After the signature has been added, then the “Submit” button will enabled. Click the submit button, once you submit, the form is locked to allow Financial Aid to review it.

Warning/Disclaimer ×

WARNING: If you purposely give false or misleading information you may be fined, be sentenced to jail, or both.

Note 1: If uploaded documents do not meet their intended purpose, it will delay the verification process.

Note 2: It is possible during review of your verification documents that we will determine additional information or documents will be needed to complete the verification process. We will communicate any such request with instructions on what we need from you through your CWU email. You must wait for the email and follow those instructions before you resubmit your eForm. Failure to resolve the verification issues will delay the review process.

Student Signature

Clear
Accept

Cancel
Submit