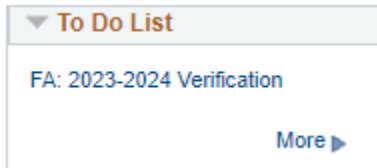


## Dependent Student Verification e-Form Guide

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

Fill out a new form	<p><b>Aid Year 2022-2023</b> Verification: Not Required</p> <p><b>Aid Year 2023-2024</b> Verification: Required</p>
Verification	<div style="border: 1px solid #42a5f5; padding: 5px; display: inline-block;">Update 2023-2024 Verification</div>

3. Click on Update 2023-2024 Verification.

**Step 1: Household information:**

Dependent Students, enter the parent household information in this section.

- a. Select your parent’s marital status.
- b. Answer the “when were your parents married (separated /divorced, etc.)” question.

**Parent Household**

---

What is your parents marital status? Married

When were your parents married? 11/08/2014

Do your parents have other children they support? Yes

Do your parents have other dependents? No

Add Parent Add Sibling Dependent

- c. You will need to add your parent(s) by clicking on the Add Parent button. You must include the parents with whom you live. These are the same ones that should be reported on the FAFSA.
- d. Answer the “Do your parents have other children they support?” question. If you select yes, then click the “Add Sibling Dependent” button.
  - i. Enter the sibling dependents information on the pop-up window then click done. If you need to enter more than one, click the “Add Sibling Dependent” again.
  - j. **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.**

Cancel
**Edit Information**
Done ×

\*Last Name

\*First Name

\*Age

\*Relationship Brother ▼

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

Delete

- e. Answer the “Do your parents have other dependents?” If you select yes, the “Add Other Dependent” button will appear, select the button, and add dependents.

Add Parent
Add Other Dependent

	Last Name <span style="font-size: 0.8em;">◇</span>	First Name <span style="font-size: 0.8em;">◇</span>	Age <span style="font-size: 0.8em;">◇</span>	Relationship <span style="font-size: 0.8em;">◇</span>	Primary Support <span style="font-size: 0.8em;">◇</span>	School Name <span style="font-size: 0.8em;">◇</span>
1	████████████████████	████████████████████	20	Self	Yes	Central Washington University
2	████████████████████	████████████████████	4	Grandson	Yes	
3	████████████████████	████████████████████	59	Mother	Yes	WSU

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”.

Cancel
**Edit Information**
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

The Parents, Siblings and Other dependents will appear on the verification list. To edit or delete household members, click on the name.

	Last Name ◊	First Name ◊	Age ◊	Relationship ◊	Primary Support ◊	School Name ◊
1	[Redacted]	[Redacted]	19	Self	Yes	Central Washington University
2	[Redacted]	[Redacted]	43	Mother	Yes	
3	[Redacted]	[Redacted]	50	Step-Father	Yes	
4	[Redacted]	[Redacted]	10	Brother	Yes	
5	[Redacted]	[Redacted]	6	Brother	Yes	

A "Delete" button will appear on the bottom on the pop-up window.

**Edit Information**  ×

\*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

**Step 2: Enter the Income information**

- Dependent students will need to add parent and student income information.
- a. Answer, "Did you earn income in 2021?"
  - b. Answer the Tax Status question.

### Student Income

Tax Year = 2021

Did you earn income in 2021?  Yes

2021 Tax Status

Provide 2021 tax information. You can correct the FAFSA and use the IRS Data Retrieval Tool, upload a signed and dated copy of your federal 1040 form (and Schedules 1-3 if filed), or request a tax return transcript from the IRS. To order a free official IRS Tax Return Transcript visit [www.irs.gov](http://www.irs.gov), choose "Get My Tax Record", and then select the **tax return transcript** option.

[Add Student Tax Return/Transcript](#)

Unique Sys Filename	View Attachment
1 1040CM_(1).pdf	<a href="#">View Attachment</a>

- i. If student earned income but was not required to file taxes, enter income sources and amount earned by clicking the "Add Income" button.

### Student Income

Tax Year = 2021

Did you earn income in 2021?  Yes

2021 Tax Status

The student earned income in 2021 but did not file a tax return. Add the income sources, the amount earned from each in 2021, and whether a W-2 (or 1099) was provided. Provide copies of all 2021 W-2 (or 1099) forms issued to the student.

[Add Income](#)

- ii. If a W2 or 1099 was provided, answer Yes and upload documents. NOTE: an employer is required to provide a W2 to anyone who has earned over \$600.
- iii.

[Cancel](#) **Edit Information** [Done](#) x

\*Employer

\*Amount

W2/1099 Exists?  Yes

[Upload W2/1099](#)

- iv. If you did not receive a W2 or 1099, enter the reason why you didn't receive one in the "Why Not?" box.

[Cancel](#) **Edit Information** [Done](#) x

\*Employer

\*Amount

W2/1099 Exists?  No

Why not?

- v. If student filed taxes but did not use the Data Retrieval Tool when filling out FAFSA, upload Tax Transcript or Signed 1040 Tax Return.

### Step 3: Parent Income Information

- a. Answer, “Did your parent(s) earn income in 2021?”
- b. Answer the Tax Status question.

#### Parent Income

Information for stepparent should be reported if parent is remarried as of the date the FAFSA was filed.

Tax Year = 2021

Did both of your parents earn income in 2021?  Yes

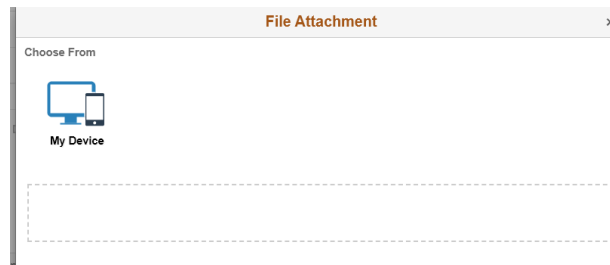
Did either of your parents earn income in 2021?  Yes

2021 Tax Status

Provide 2021 tax information. You can correct the FAFSA and use the IRS Data Retrieval Tool, upload a signed and dated copy of your federal 1040 form (and Schedules 1-3 if filed), or request a tax return transcript from the IRS. To order a free official IRS Tax Return Transcript visit [www.irs.gov](http://www.irs.gov), choose "Get My Tax Record", and then select the **tax return transcript** option.

[Add Parent Tax Return/Transcript](#)

- c. If parent(s) filed taxes but did not use the Data Retrieval Tool when filling out FAFSA, upload Tax Transcript or Signed 1040 Tax Return.
- d. Parents who were not required to file, will need to upload the IRS Non-Filing Verification letter.
- e. To upload the IRS Non-filing verification letter and other required documents, click the “Add Parent Non-Filing Verification” or “Add Parent Tax Return/Transcript” button. Then click the “My Device” icon to search for the file, or you can drop a file in the box below the button.



- i. Once you added the document(s), click the “Upload” button, then the “Done” button. To view the file you uploaded, click the link “Parent Tax Document or Parent Non-Filing Verification” or other document link that appeared after you uploaded the file.
- f. If parent(s) did earn income but were not required to file, enter the income earned by clicking the “Add Income” button.

[Add Income](#)

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

- i. If a W2 or 1099 was provided, answer Yes and upload documents.

- ii. If parent(s) did not receive a W2 or 1099, enter the reason why they didn't receive one in the "Why Not?" box.

Cancel
Edit Information
Done x

Employer

Amount

W2/1099 Exists?  No

Why not?

- iii. The income will appear below the "Add Income" button, to edit or delete, click on the employer name and make necessary changes.

Add Income

	Description <span style="font-size: 0.8em;">◇</span>	Amount <span style="font-size: 0.8em;">◇</span>	W2/1099 <span style="font-size: 0.8em;">◇</span>
1	CWU	2000.000	Yes

#### Step 4: 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 6: Parent Identity

- a. Dependent students are required to submit a copy of their parent's unexpired state ID or driver's license to verify their identity.

##### Parent Identity

Please submit a copy of the parent's valid government-issued photo identification (ID) such as but not limited to, a valid driver's license, other state-issued ID, or a valid expired government issued photo identification that expired after March 1st, 2021, or passport.

*The signature on the photo identification is used to validate the parent signature at the end of this form.*

[Add Parent State ID/Drivers License](#)

## Step 7: Submit the Verification Form

- 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 automatically.
- The signature page will appear when you click the “Submit” button.
- Sign in the box, then click accept, then you will be able to submit.
- Dependent students are required to have their parent sign. After the signatures have been added, then the “Submit” button will be enabled.
- Click the submit button, once you submit, the form is locked to allow Financial Aid to review it.

**Warning/Disclaimer** x

**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 Verification and review of your documents that we will determine additional information or documents will be needed to complete the process. We will communicate any such request through your CWU e-mail.

**Student Signature**

**Parent Signature**