While we will make every effort to complete awards for all students, we cannot guarantee an award will be finished in time or that all funding will still be available for fall disbursements if documents are received later than May 15th. Students may still begin classes on time; however, the student will be responsible for all charges and any late fees that may accrue before the award is finished.

Special Circumstances
If your family circumstances have recently changed, such as you or your parents have been recently married or divorced, or you have an unborn child on the way, or if you have special tax filing circumstances, such as a tax filing extension or amending/correcting your original 2014 tax return; please contact a Financial Aid Counselor for further guidance and instructions. If you have any other questions about this form or what needs to be submitted, please contact the Office of Financial Aid.

Section A.  Number of Household Members and Number in College
1. List the parents included on your FAFSA. If the primary parent is divorced and remarried, you must list the stepparent, even if the student doesn’t live with the parents while enrolled. Include both biological and adoptive parents if they are living in the same household, regardless of their marital status.
2. List the parents’ other children if the parents will provide more than half of the children’s support from July 1, 2015 through June 30, 2016, or if the other children are required to provide parental information if they complete a 2015-2016 FAFSA. Include children who meet either of these standards even if the children do not live with the parents. If more space is needed, provide a separate page with the student’s name and CWU ID number at the top.
3. List other people if they now live with the parents and the parents provide more than half of their support and will continue to provide more than half of their support through June 30, 2016. If more space is needed, provide a separate page with the student’s name and CWU ID number at the top.
4. Identify the Number in College: Include information in the designated boxes about any household member OTHER THAN THE PARENTS who will be enrolled at least half-time in a degree, diploma, or certificate program at an eligible postsecondary educational institution between July 1, 2015 and June 30, 2016. Include the full name of the college. Siblings or others enrolled in Running Start Programs should not be included in the “In College” count.

Section B.  Student Tax and Income Information
- Check one box that best indicates the student’s income and tax filing status for 2014. If you did not file 2014 taxes, you may be required to provide documentation from the IRS that indicates a 2014 IRS income tax return was not filed.

Section C.  Parent Tax and Income Information
- Check one box that best indicates the parents’ income and tax filing status for 2014. If your parent(s) did not file 2014 taxes, you may be required to provide documentation from the IRS that indicates a 2014 IRS income tax return was not filed.
Section D. **Certifications and Signatures**

- Print the student’s name and CWU ID number. The student and one parent need to sign to certify the information is complete and correct.

**Submission Checklist**

Please use the list below to insure you have attached ALL required documents prior to submission. Your Verification review cannot be finished and your resulting financial aid award cannot be completed if any of these items are missing. **DO NOT SUBMIT THIS CHECK LIST PAGE; USE IT ONLY TO VERIFY COMPLETE SUBMITTAL TO CWU.**

- [ ] **Completed 2015-2016 Verification Worksheet**

- [ ] **Provide your (the student’s) 2014 tax information that has been verified by the IRS**
  
  We cannot accept copies of your actual tax return (1040-EZ, 1040-A, 1040 forms). You must use one of the following options to provide verified tax information:

  1. Use the [IRS Data Retrieval Tool](https://studentaid.gov) on the FAFSA on the Web to electronically import your information into your FAFSA (see “Verification Help Sheet” for instructions); **OR**
  2. Request a “Tax Return Transcript” from the IRS online at [www.irs.gov/individuals/get-transcript](https://www.irs.gov/individuals/get-transcript) (print online or request it by mail) or by phone at 1-800-908-9946. Please ensure you request the correct form; a “Tax Account Transcript” does not provide enough information and will be returned. Please note that it will take a minimum of 6-10 days for the IRS to process your request by phone or mail.

    - Please be sure to write the student’s full name and CWU ID number on the top of the Tax Return Transcript before you submit it to prevent delays in matching documents to the student file.

    - If you choose to have the IRS mail the transcript directly to CWU, please send an email to [finaid@cwu.edu](mailto:finaid@cwu.edu) indicating that your transcripts are being sent directly from the IRS with the names of the tax filers and the student’s name and CWU ID. This will assist us with matching the documents received to the correct file. **Do not email social security numbers.**

  See instruction sheet: Requesting a Tax Return Transcript, for detailed instructions for using the Data Retrieval Tool or requesting a tax return transcript from the IRS.

- [ ] **Provide your parents’ and stepparent’s (if applicable) 2014 tax information that has been verified by the IRS.** (See above for options to submit this information) **NOTE:** If married and filing separately, please submit a copy of both parents’ (and stepparent’s) 2014 tax return transcripts. The IRS Data Retrieval Tool is not available when the tax filing status is married, filing separately.

**NOTE:** 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 and/or resolve conflicting information. We will communicate any such request through your campus e-mail and your MyCWU checklist.