

Dependent Student Verification e-form guide

For fall 2021, 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:2021-2022 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.

FA: 2021-2022 Verification

Aid Year 2022

Contact

Institution Central Washington University
Admin Function Financial Aid

FA: 2021-2022 Verification

What do we need? Complete the [2021-2022 Verification Form](#) in MyCWU.

Why do we need it? The US Department of Education has selected you for verification, which requires that we verify the information that you provided on your FAFSA.

Select the “Verification 2021-2022”, then click the “Begin 2021-2022 Verification”.

Verification 2021-2022	
Fill out a new form	Aid Year 2021-2022 Verification: Required
Verification 2021-2022	Begin 2021-2022 Verification

Step 1: Household information.

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

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

Parent Household

What is your parents marital status?

When were your parents married?

Do your parents have other children they support? Yes No

Do your parents have other dependents? Yes No

- c. You will need to add your parent(s) by clicking on the Add Parent button.
- 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.

Cancel Edit Information Done x

*Last Name

*First Name

*Age

*Relationship

Between September 2021 and June 2022 will you provide more than 50% of their financial support.

No

Between September 2021 and June 2022 will they attend college/university at least half-time?

No

- 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	First Name	Age	Relationship	Primary Support	School Name
1	[REDACTED]	[REDACTED]	20	Self	Yes	Central Washington University
2	[REDACTED]	[REDACTED]	4	Grandson	Yes	
3	[REDACTED]	[REDACTED]	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 x

*Last Name

*First Name

*Age

*Relationship

Between September 2021 and June 2022 will you provide more than 50% of their financial support.

No

Between September 2021 and June 2022 will they attend college/university at least half-time?

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:

Cancel
Edit Information
Done ×

*Last Name

*First Name

*Age

*Relationship

Between September 2021 and June 2022 will you provide more than 50% of their financial support.

Yes

Between September 2021 and June 2022 will they attend college/university at least half-time?

No

Delete

Step 2: Enter the Income information.

Dependent students will need to add parent and student income information.

- a. Answer, "Did you earn income in 2019?"
- b. Answer the Tax Status question.

Student Income

Did you earn income in 2019? Yes

2019 Tax Status

The student earned income in 2019 but did not file a tax return. Add the income sources, the amount earned from each in 2019, and whether a W-2 (or 1099) form was provided. Provide copies of all 2019 W-2 (or 1099) forms issued to the student.

Add Income

Description	Amount	W2/1099
1 Walmart	2000.000	No

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

- ii. If a W2 or 1099 was provided, answer Yes and upload documents.
- iii. If you did not receive a W2 or 1099, enter the reason why you didn't receive one in the "Why Not?" box.

- iv. 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 2019?"
- 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.

Did both of your parents earn income in 2019? Yes No

Did either of your parents earn income in 2019? Yes No

2019 Tax Status: Filed Taxes Together

[Add Parent 1 Tax Return/Transcript](#) [Parent 1 Tax Document](#)

- 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.

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

Did both of your parents earn income in 2019? Yes

Did either of your parents earn income in 2019? Yes

2019 Tax Status

[Parent 1 Tax Document](#)

- f. If parent(s) did earn income but were not required to file, enter the income earned by clicking the “Add Income” button.

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.

Edit Information 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.

Description	Amount	W2/1099
1 CWU	2000.000	Yes

Step 4: Proof of High School Completion.

- a. Some students will be required to provide proof of High School completion. Click the “Add Proof of High School Completion” button to add your document.

High School Completion Status

Please add to "Add Proof of High School Completion" one of the following:

- A copy of the student's high school diploma.
- A copy of the student's final official high school transcript that shows the date when the diploma was awarded.
- A copy of the student's General Educational Development (GED) certificate, an official GED transcript that indicates the student passed the exam, or a state-authorized high school equivalent certificate.
- For students who completed secondary education in a foreign country, a copy of the secondary school leaving certificate, or other similar document.
- An academic transcript that indicates the student successfully completed at least a two-year program that is acceptable for full credit toward a bachelors degree.
- For a homeschooled student from a state where state law requires the student to obtain a secondary school completion credential for homeschool (other than a high school diploma or its recognized equivalent), a copy of that credential.
- For a homeschooled student from 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.

Add Proof of High School Completion

[Proof of High School Completion](#)

Step 5: 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. Click the "Education Statement Form" link to download and complete the form. Then upload to the "Add Education Statement Form".
- b. Student who are required to complete the Education Statement form also must upload a copy of their driver's License or other State issued identification.

Identity / Statement of Education Purpose

Please upload:

- Your current legal photo ID
- A completed copy of the [Education Statement Form](#)

Add State ID/Drivers License

[State ID/Drivers License](#)

File Name

Add Education Statement Form

[Education Statement Form](#)

Step 6: Parent Identity.

- a. Dependent students are required to submit a copy of their parent's 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, 2020, or passport.

Add Parent State ID/Drivers License

[State ID/Drivers License](#)

Step 6: 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 automatically.
- 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.
- d. Dependent students are required to have their parent sign. After the signatures have been added, then the "Submit" button will be enabled.

- e. 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