Central Washington University
Office of Financial Aid

2015–2016 Verification Worksheet Instructions

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 have been recently married or divorced, if 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. For all other questions about verification 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 yourself and your spouse, if you are married.
2. List your child(ren) if you will provide more than half of the child(ren)’s support between July 1, 2015 through June 30, 2016. Include children who meet this standard even if the children do not live with you. If more space is needed, provide a separate page with your name and CWU ID number at the top.
3. List other dependents if they now live with you and you 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 your name and ID number at the top.
4. Identify the Number in College: Include information in the designated boxes about any household member, including yourself, 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. Children or others enrolled in Running Start Programs should not be included in the “In College” count.

Section B. Student (and Spouse) Tax and Income Information
- Check one box that best indicates your income and tax filing status for 2014. If you are single, interpret these statements as pertaining only to you. Otherwise, married students are providing information for both themselves and a spouse. 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. This requirement could be applicable to spouses as well.

Section C. Certifications and Signatures
- Print your name and CWU ID number and sign to certify the information is complete and correct.
Submission Checklist

Please use the list below to ensure 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 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](http://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. NOTE: It will take a minimum of 6-10 days for the IRS to process your request by phone or mail.

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 spouse’s (if applicable) 2014 tax information that has been verified by the IRS. (See above for examples of acceptable tax information that has been verified by the IRS.)

NOTE: If married and filing separately, please submit a copy of both student’s and spouse’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.