

## Independent Student Verification e-form guide

For fall 2022, 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:2022-2023 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: 2022-2023 Verification

Aid Year 2023

Contact

Institution Central Washington University  
Admin Function Financial Aid

FA: 2022-2023 Verification

Complete the [2022-2023 Verification Form](#) in MyCWU.

Return

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Select the “Verification 2022-2023”, then click the “Begin 2022-2023 Verification”.

Fill out a new form	<b>Aid Year 2021-2022</b> Verification: Complete
<b>Verification</b>	<b>Aid Year 2022-2023</b> Verification: Required
	<b>Begin 2022-2023 Verification</b>

Step 1: Household information.

Enter the student’s household information

Verification

Student Household

What is your current marital status?

Do you have children you support?  No

Do you have other dependents you support?  No

Last Name	First Name	Age	Relationship	Primary Support	School Name
1					

Student Income

Did you earn income in 2020?  No

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.

What is your current marital status?

When were you married?

Do you have children you support?  No

Do you have other dependents?  No

Add Spouse

- Enter Spouse information and click Done.

Cancel Edit Information Done x

\*Last Name

\*First Name

\*Age

\*Relationship

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

No

- 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 2022 and June 2023 will you provide more than 50% of their financial support.  
 No

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

**Cancel** **Edit Information** **Done** x

\*Last Name

\*First Name

\*Age

\*Relationship

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

No

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

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:

**Cancel** **Edit Information** **Done** x

\*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 2020?”

Did you earn income in 2020?  No

2020 Tax Status

- 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**

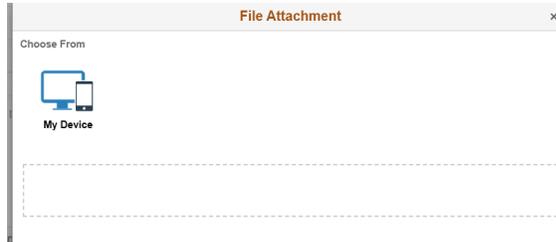
Did you earn income in 2020?  No

2020 Tax Status

Note: Independent students who did not and were not required to file a tax return in 2020 are required to submit a “Verification of Non-Filing Letter” from the IRS dated on or after October 1, 2021, stating that they did not file a 2020 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 2020 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 “Student Non-Filing Verification” link that appeared after you uploaded the document.

**Student Income**

Did you earn income in 2020?  No

2020 Tax Status

Note: Independent students who did not and were not required to file a tax return in 2020 are required to submit a "Verification of Non-Filing Letter" from the IRS dated on or after October 1, 2021, stating that they did not file a 2020 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 2020 on Line 9. Scan this document and add it to the "Add Student Non-Filing Verification".

Unique Sys Filename	View Attachment
1 Taxes_and_stuff.pdf	<input type="button" value="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.

Did you earn income in 2020?  Yes

2020 Tax Status

- 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.

**Edit Information**

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 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. 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**

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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 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 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

Clear

Accept

Parent Signature

Clear

Accept

Cancel

Submit