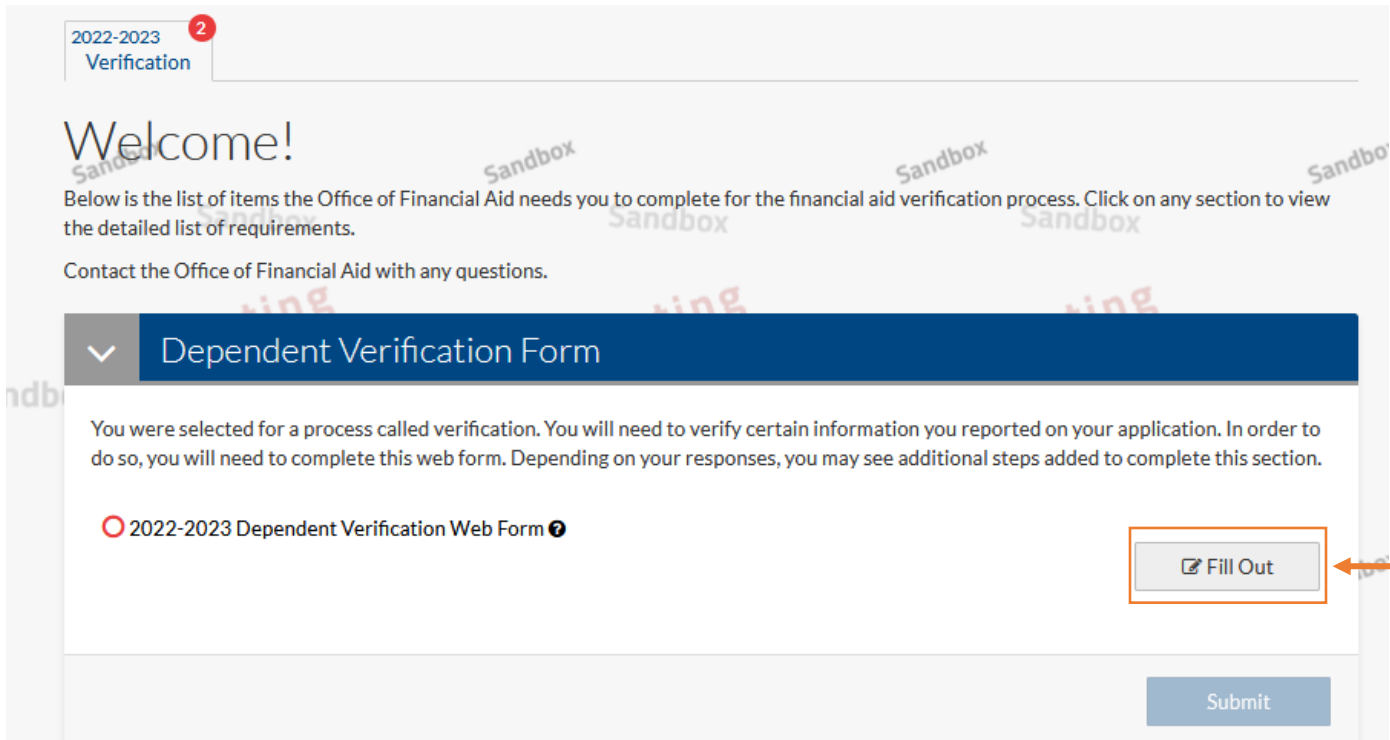


# How to Complete the 2022-2023 V1 Dependent Verification Worksheet in Student Forms

After successfully [creating your CUNY Student Forms Account](#) you can view the verification task on the main landing page of the portal.

## Step 1: Expand the task and click “Fill Out”



2022-2023 Verification <sup>2</sup>

### Welcome!

Below is the list of items the Office of Financial Aid needs you to complete for the financial aid verification process. Click on any section to view the detailed list of requirements.

Contact the Office of Financial Aid with any questions.

#### Dependent Verification Form

You were selected for a process called verification. You will need to verify certain information you reported on your application. In order to do so, you will need to complete this web form. Depending on your responses, you may see additional steps added to complete this section.

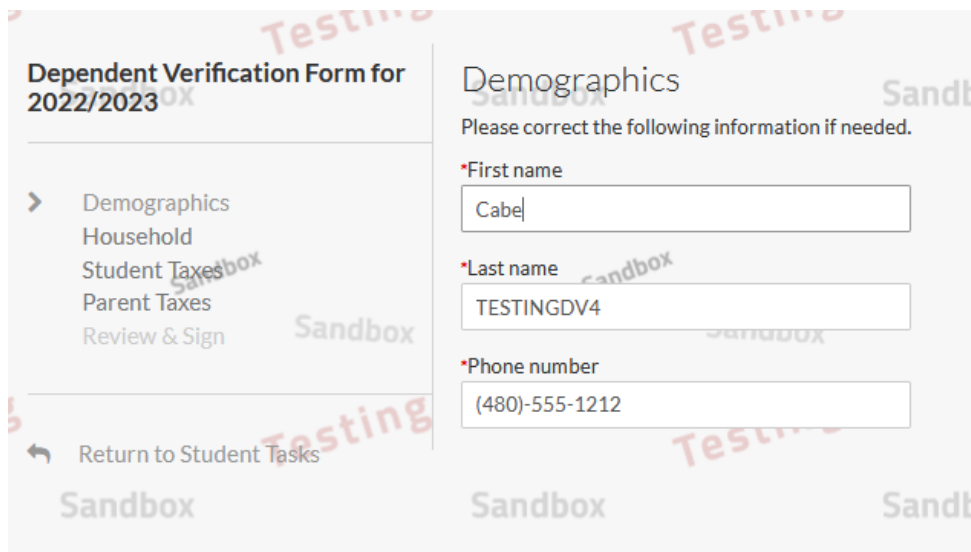
- 2022-2023 Dependent Verification Web Form ⓘ

[Fill Out](#)

[Submit](#)

## Step 2: Enter your demographic information as it appears on your FAFSA.

The information you provide here will need to match exactly with what was provided on your FAFSA application.



### Dependent Verification Form for 2022/2023

- Demographics
- Household
- Student Taxes
- Parent Taxes
- Review & Sign

[Return to Student Tasks](#)

#### Demographics

Please correct the following information if needed.

- \*First name  
Cabel
- \*Last name  
TESTINGDV4
- \*Phone number  
(480)-555-1212

## How to Complete the 2022-2023 V1 Dependent Verification Worksheet in Student Forms

**Step 3:** Click the **Add Person** to include additional household members then click next to continue

**Note:** List everyone living in the house and supported by parent/s (including parent/s). Also, complete information such as Age, Relationship to you and College (if attending).

Household Information

List below the people in the parent(s)' household. Include:

1. You, the student.
2. Your parent(s) - for FAFSA purposes - (Including a stepparent) even if the student doesn't live with the parents.
  - o If you need help knowing what parent(s) to list below click [here](#).
  - o If your parent(s) are unmarried/divorced/separated and **do not** live together, list just one parent (who you lived with the most).
  - o If your parents are married or remarried, list the parent who you lived with the most and his/her spouse.
  - o If your parents are unmarried and living together, list both parents.
3. The parents' other children if one of the following is true, regardless of where the child lives.
  - o The parents will provide more than half of the children's support from July 1, 2022, through June 30, 2023, or
  - o If the other children would be required to provide parental information if they were completing a FAFSA for 2022-2023.
4. Other people if they are supported (more than 50%) by and living with the parents and the parents will continue to provide more than half of their support through June 30, 2023.
5. Include the full name of the college for any household member, excluding the parents, who is, or will be, enrolled **at least half time** in a degree, diploma, or certificate program at an eligible postsecondary educational institution any time between July 1, 2022, and June 30, 2023.

First Name	Last Name	Relationship	Age	College/Inst...	At Least Half Time	Supported More Than 50%
Cabe	TESTINGDV4	self	18	Kingsborough Community College	<input checked="" type="checkbox"/>	

**Add Person**

**Step 4:** Select your correct tax filing status from the dropdown menu, then click **Continue**

Please select the correct option, and confirm the correct filing status on your 2020 federal tax returns.

Dependent Verification Form for 2022/2023

Student Taxes

\*As part of the verification process, you will need to provide a copy of your 2020 tax return. Please select an option below for more details.

Please select an option...

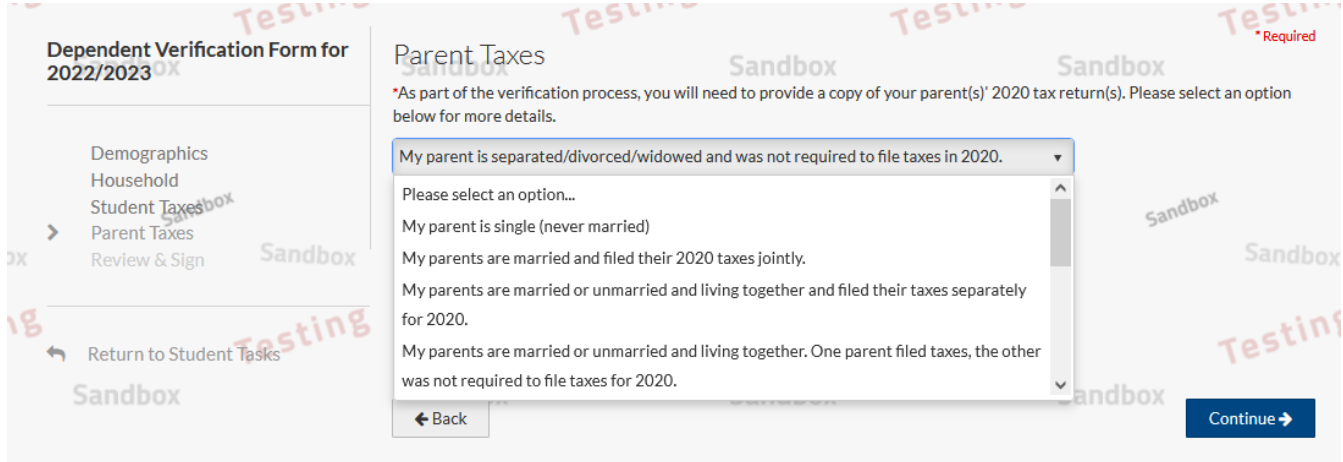
- Please select an option...
- I have already filed my 2020 taxes and will upload a copy of my tax transcript/return
- I will file 2020 taxes and have been granted a filing extension
- I earned income from work in 2020, but am not required to file taxes
- I was not required to file taxes because I did not earn income from work in 2020

**Continue**

# How to Complete the 2022-2023 V1 Dependent Verification Worksheet in Student Forms

## Step 5: Select your parent(s) appropriate marital status

Please select the option that matches the correct status provided on your FAFSA application.



Dependent Verification Form for 2022/2023

Demographics  
Household  
Student Taxes  
Parent Taxes  
Review & Sign

Return to Student Tasks

### Parent Taxes

\*Required

\*As part of the verification process, you will need to provide a copy of your parent(s)' 2020 tax return(s). Please select an option below for more details.

My parent is separated/divorced/widowed and was not required to file taxes in 2020.

Please select an option...

My parent is single (never married)

My parents are married and filed their 2020 taxes jointly.

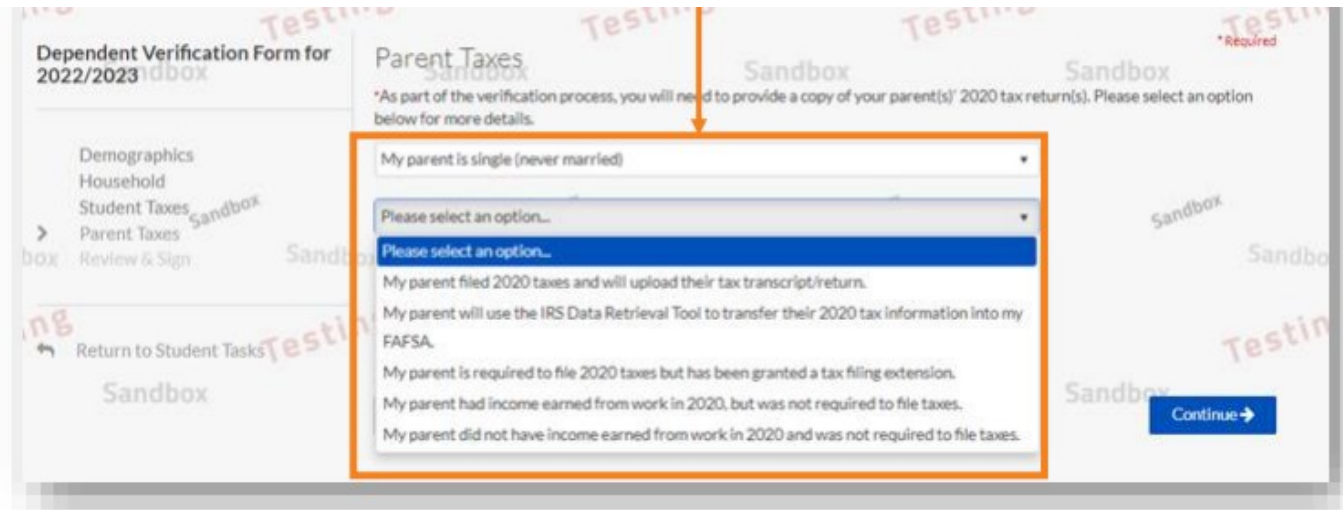
My parents are married or unmarried and living together and filed their taxes separately for 2020.

My parents are married or unmarried and living together. One parent filed taxes, the other was not required to file taxes for 2020.

Back Continue

## Step 6: Select your parent(s) appropriate tax filing status. Please select the correct option, and confirm the correct filing status on your parent(s) 2020 federal tax returns.

Note: If your parent(s) utilized the IRS DRT tool, you will not see these set of questions



Dependent Verification Form for 2022/2023

Demographics  
Household  
Student Taxes  
Parent Taxes  
Review & Sign

Return to Student Tasks

### Parent Taxes

\*Required

\*As part of the verification process, you will need to provide a copy of your parent(s)' 2020 tax return(s). Please select an option below for more details.

My parent is single (never married)

Please select an option...

Please select an option...

My parent filed 2020 taxes and will upload their tax transcript/return.

My parent will use the IRS Data Retrieval Tool to transfer their 2020 tax information into my FAFSA.

My parent is required to file 2020 taxes but has been granted a tax filing extension.

My parent had income earned from work in 2020, but was not required to file taxes.

My parent did not have income earned from work in 2020 and was not required to file taxes.

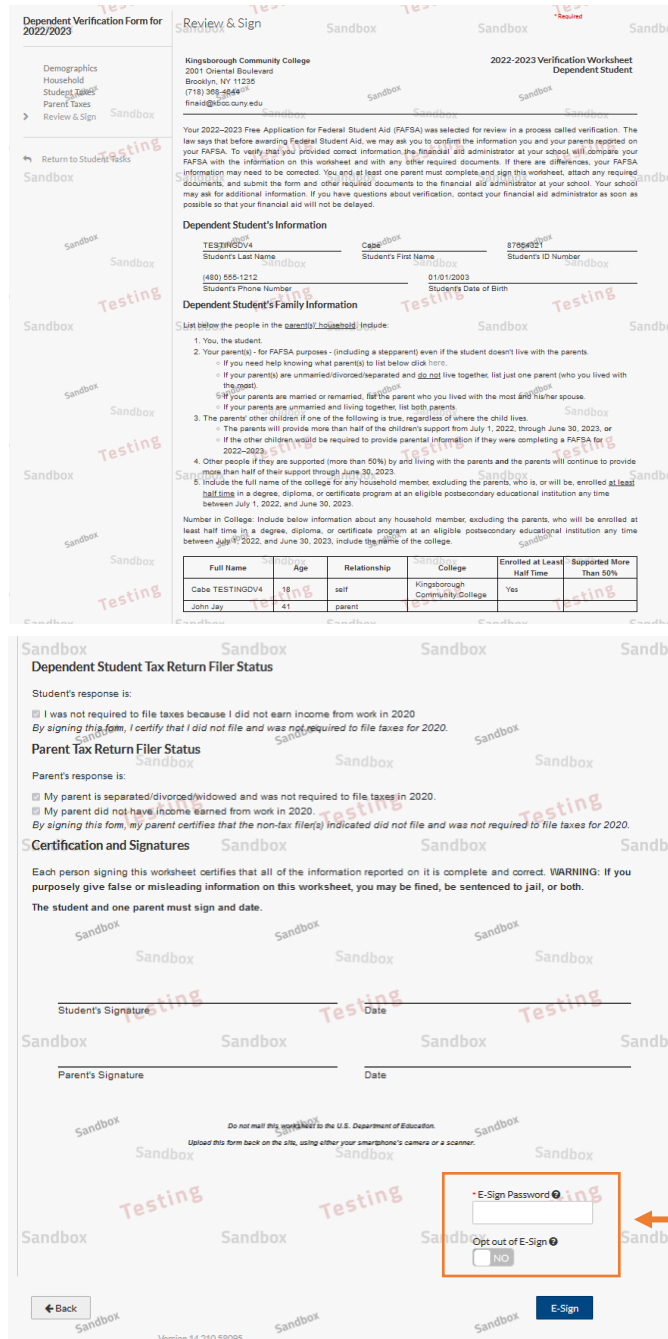
Continue

# How to Complete the 2022-2023 V1 Dependent Verification Worksheet in Student Forms

**Step 7:** This page is a preview of your verification form. Please review your answers, and [E-Sign](#). Afterwards, [your parent will need to create an account and e-sign](#).

**Note:** Parent(s) without a Social Security Number will not be able to electronically sign, therefore in such case, you must [Opt-out of E-Sign](#) which will allow you (the student) to download/print the document, so that both you and their parent can provide physical/wet signatures and upload the signed document into Student Forms.

If you choose to opt out, please see instructions on page 8 or ["Click here"](#). Otherwise, please continue reading for further instructions.



**Dependent Student Information**

Students Last Name	TESTINGDV4	Case Number	87894321
Students First Name		Students ID Number	
Students Phone Number	(480) 555-1212	Students Date of Birth	01/01/2003

**Dependent Student's Family Information**

List below the people in the parents' household (include:

- You, the student.
- Your parent(s) - for FAFSA purposes - (including a stepparent) even if the student doesn't live with the parents.
  - If you need help knowing what parent(s) to list below click [here](#).
  - If your parent(s) are unmarried/divorced/separated and do not live together, list just one parent (who you lived with the most).
  - If your parents are married or remarried, list the parent who you lived with the most and his/her spouse.
  - If your parents are unmarried and living together, list both parents.
- The parent's other children if one of the following is true, regardless of where the child lives.
  - The parent will provide more than half of the child's support from July 1, 2022, through June 30, 2023, or
  - If the other children would be required to provide parental information if they were completing a FAFSA for 2022-2023.
- Other people if they are supported (more than 50%) by and living with the parents and the parents will continue to provide more than half of their support through June 30, 2023.
- Include the full name of the college for any household member, excluding the parents, who is, or will be, enrolled at least half time in a degree, diploma, or certificate program at an eligible postsecondary educational institution any time between July 1, 2022, and June 30, 2023.

Number in College: Include below information about any household member, excluding the parents, who will be enrolled at least half time in a degree, diploma, or certificate program at an eligible postsecondary educational institution any time between July 1, 2022, and June 30, 2023. Include the name of the college.

Full Name	Age	Relationship	College	Enrolled at Least Half Time	Supported More Than 50%
Cable TESTINGDV4	18	self	Kingsborough Community College	Yes	
John Jay	41	parent			

**Dependent Student Tax Return Filer Status**

Student's response is:

I was not required to file taxes because I did not earn income from work in 2020.  
By signing this form, I certify that I did not file and was not required to file taxes for 2020.

**Parent Tax Return Filer Status**

Parent's response is:

My parent is separated/divorced/widowed and was not required to file taxes in 2020.  
 My parent did not have income earned from work in 2020.  
By signing this form, my parent certifies that the non-tax filer(s) indicated did not file and was not required to file taxes for 2020.

**Certification and Signatures**

Each person signing this worksheet certifies that all of the information reported on it is complete and correct. **WARNING:** If you purposely give false or misleading information on this worksheet, you may be fined, be sentenced to jail, or both.

The student and one parent must sign and date.

\_\_\_\_\_  
Student's Signature Date

\_\_\_\_\_  
Parent's Signature Date

Do not mail this worksheet to the U.S. Department of Education.  
Upload this form back on the site, using either your smartphone's camera or a scanner.

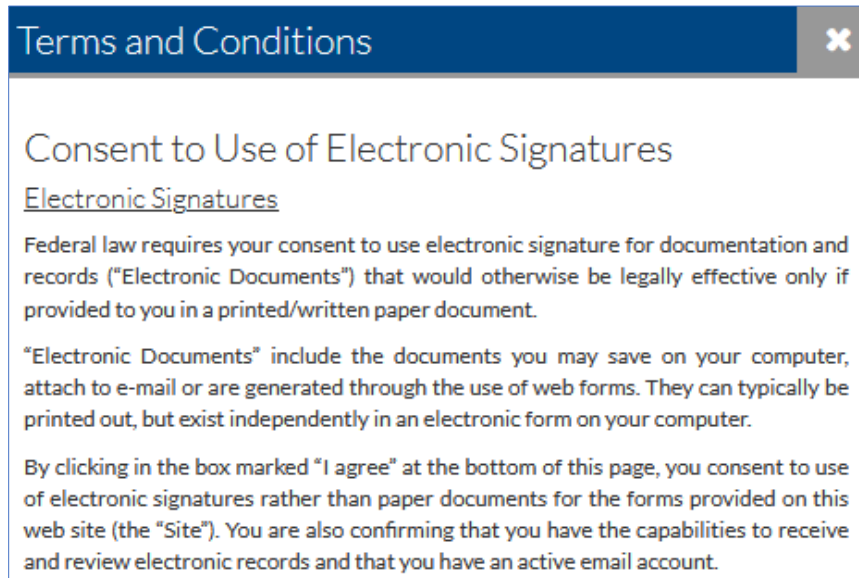
E-Sign Password

Opt out of E-Sign

Version 14.210.58095

## How to Complete the 2022-2023 V1 Dependent Verification Worksheet in Student Forms

### **Step 8:** As part of the e-signature process, you must accept the **Terms & Conditions of the Electronic Signature**



The screenshot shows a dialog box titled "Terms and Conditions" with a close button (X) in the top right corner. The main heading is "Consent to Use of Electronic Signatures". Below this is a sub-heading "Electronic Signatures" followed by three paragraphs of text explaining the legal requirements for electronic signatures and the user's consent.

**Terms and Conditions** [X]

### Consent to Use of Electronic Signatures

Electronic Signatures

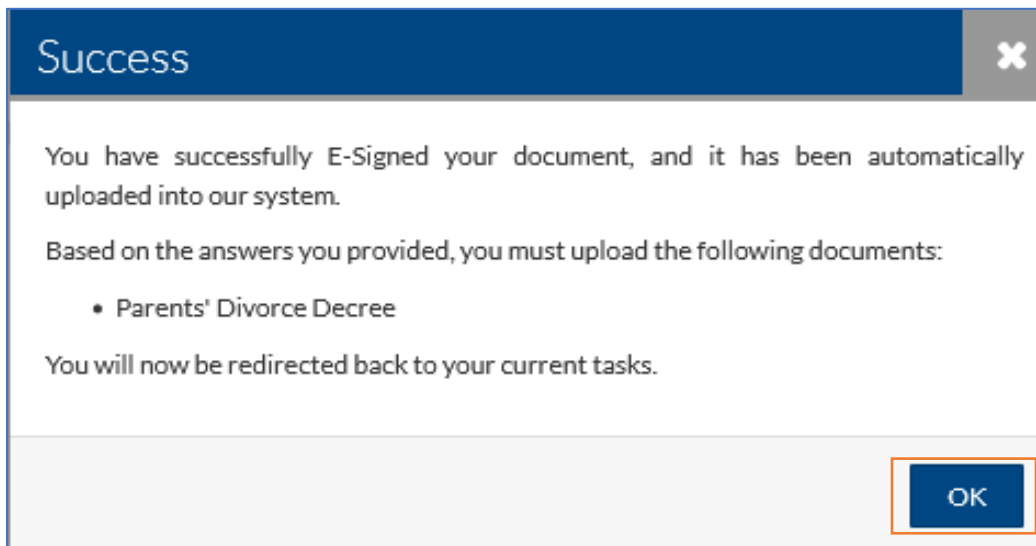
Federal law requires your consent to use electronic signature for documentation and records ("Electronic Documents") that would otherwise be legally effective only if provided to you in a printed/written paper document.

"Electronic Documents" include the documents you may save on your computer, attach to e-mail or are generated through the use of web forms. They can typically be printed out, but exist independently in an electronic form on your computer.

By clicking in the box marked "I agree" at the bottom of this page, you consent to use of electronic signatures rather than paper documents for the forms provided on this web site (the "Site"). You are also confirming that you have the capabilities to receive and review electronic records and that you have an active email account.

### **Step 9:** After e-signing the form, you will be shown a success page. After clicking the "Ok" button you will be directed back to your tasks

**Important:** Based on your responses, new tasks may be generated if any data reported on the verification does not match the information reported on your FAFSA. Make sure to complete them, if assigned.



The screenshot shows a dialog box titled "Success" with a close button (X) in the top right corner. The main text confirms the successful e-signing of the document and lists additional required documents based on the user's answers. At the bottom right, there is a blue "OK" button highlighted with an orange box and an orange arrow pointing to it from the right.

**Success** [X]

You have successfully E-Signed your document, and it has been automatically uploaded into our system.

Based on the answers you provided, you must upload the following documents:

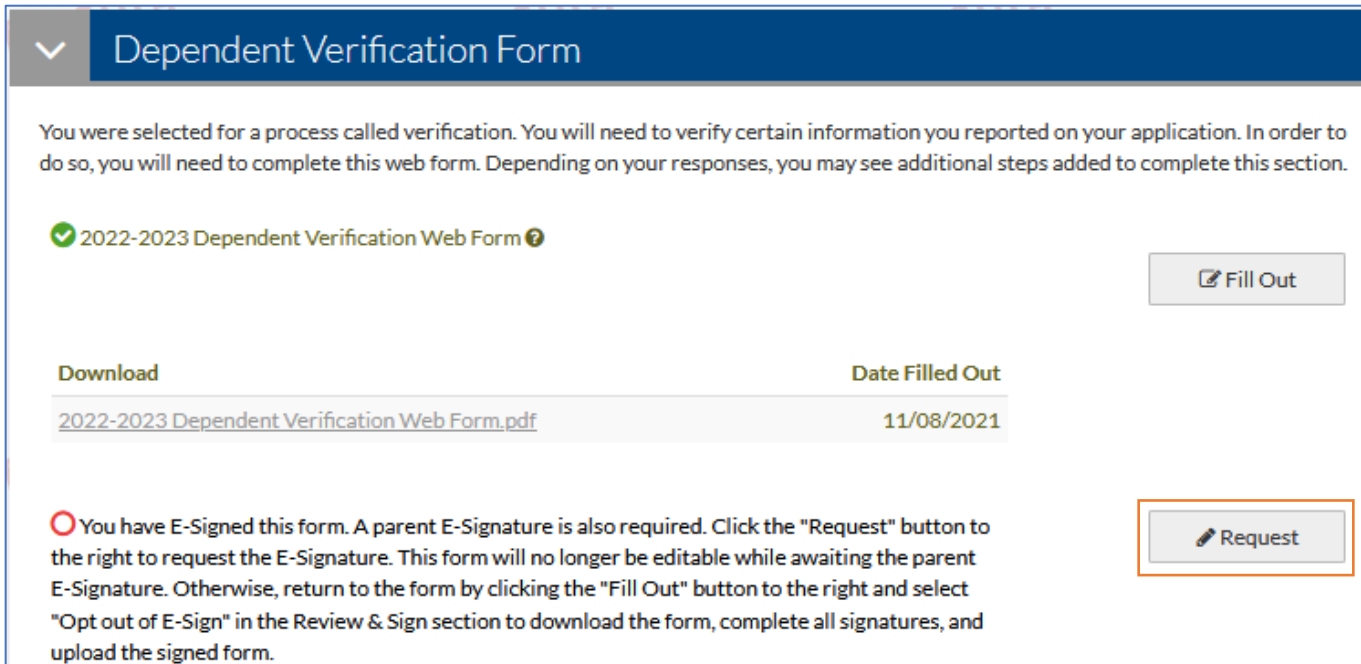
- Parents' Divorce Decree

You will now be redirected back to your current tasks.

**OK**

## How to Complete the 2022-2023 V1 Dependent Verification Worksheet in Student Forms

### Step 10: Request Your Parental E-Signature by clicking “Request”



Dependent Verification Form

You were selected for a process called verification. You will need to verify certain information you reported on your application. In order to do so, you will need to complete this web form. Depending on your responses, you may see additional steps added to complete this section.

✔ 2022-2023 Dependent Verification Web Form ?

Fill Out

Download	Date Filled Out
<a href="#">2022-2023 Dependent Verification Web Form.pdf</a>	11/08/2021

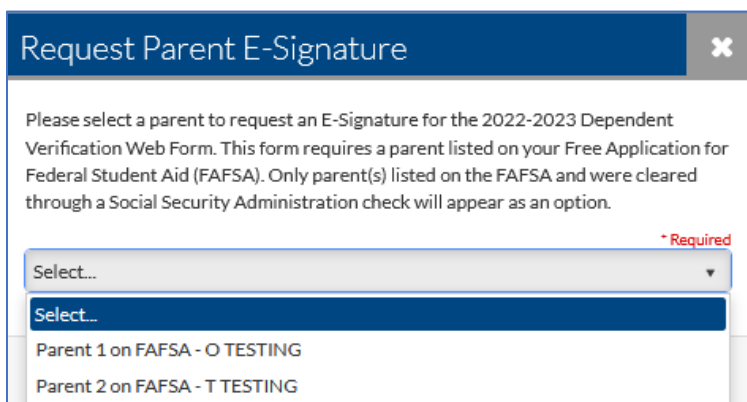
You have E-Signed this form. A parent E-Signature is also required. Click the "Request" button to the right to request the E-Signature. This form will no longer be editable while awaiting the parent E-Signature. Otherwise, return to the form by clicking the "Fill Out" button to the right and select "Opt out of E-Sign" in the Review & Sign section to download the form, complete all signatures, and upload the signed form.

Request

**Step 11: Confirm which Parent will be e-signing based on the FAFSA information, input an e-mail address for the parent and click “Send Request”.** **Your parent will receive an email with instructions on how to e-sign the form.**

Your parent will receive an email with a secure link to access the web form. Email will be sent from **\*no-reply-verifymyFAFSA@cuny.edu** (this email address does not accept replies.)

**Note: Your verification submission is incomplete, until parent creates their own account, completes their portion of the form by signing and submitting as well.**



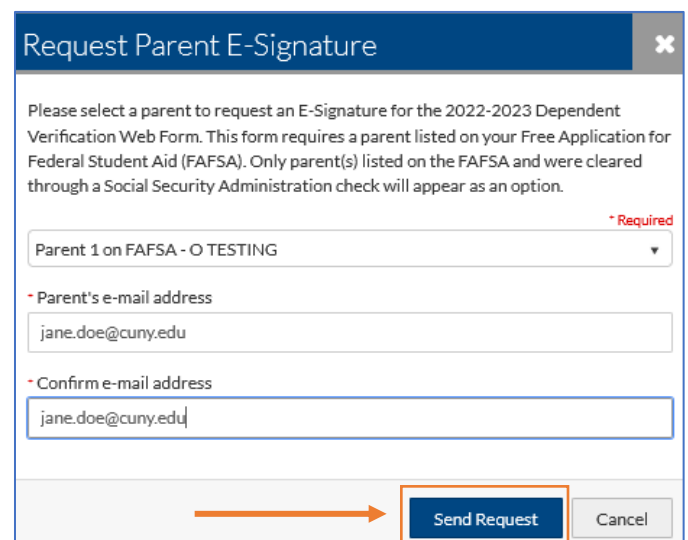
Request Parent E-Signature

Please select a parent to request an E-Signature for the 2022-2023 Dependent Verification Web Form. This form requires a parent listed on your Free Application for Federal Student Aid (FAFSA). Only parent(s) listed on the FAFSA and were cleared through a Social Security Administration check will appear as an option.

Select... <sup>\* Required</sup>

Select...

- Parent 1 on FAFSA - O TESTING
- Parent 2 on FAFSA - T TESTING



Request Parent E-Signature

Please select a parent to request an E-Signature for the 2022-2023 Dependent Verification Web Form. This form requires a parent listed on your Free Application for Federal Student Aid (FAFSA). Only parent(s) listed on the FAFSA and were cleared through a Social Security Administration check will appear as an option.

Parent 1 on FAFSA - O TESTING <sup>\* Required</sup>

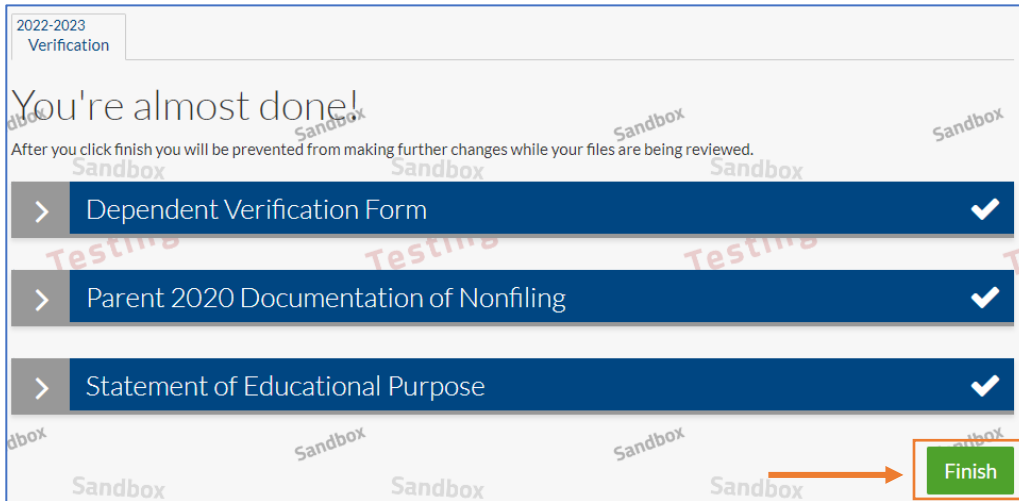
\* Parent's e-mail address  
jane.doe@cuny.edu

\* Confirm e-mail address  
jane.doe@cuny.edu

Send Request Cancel

## How to Complete the 2022-2023 V1 Dependent Verification Worksheet in Student Forms

**Step 12:** After the Parent has e-signed the form, you will return to the portal. You will review any additional tasks, submit and click **“Finish”**.



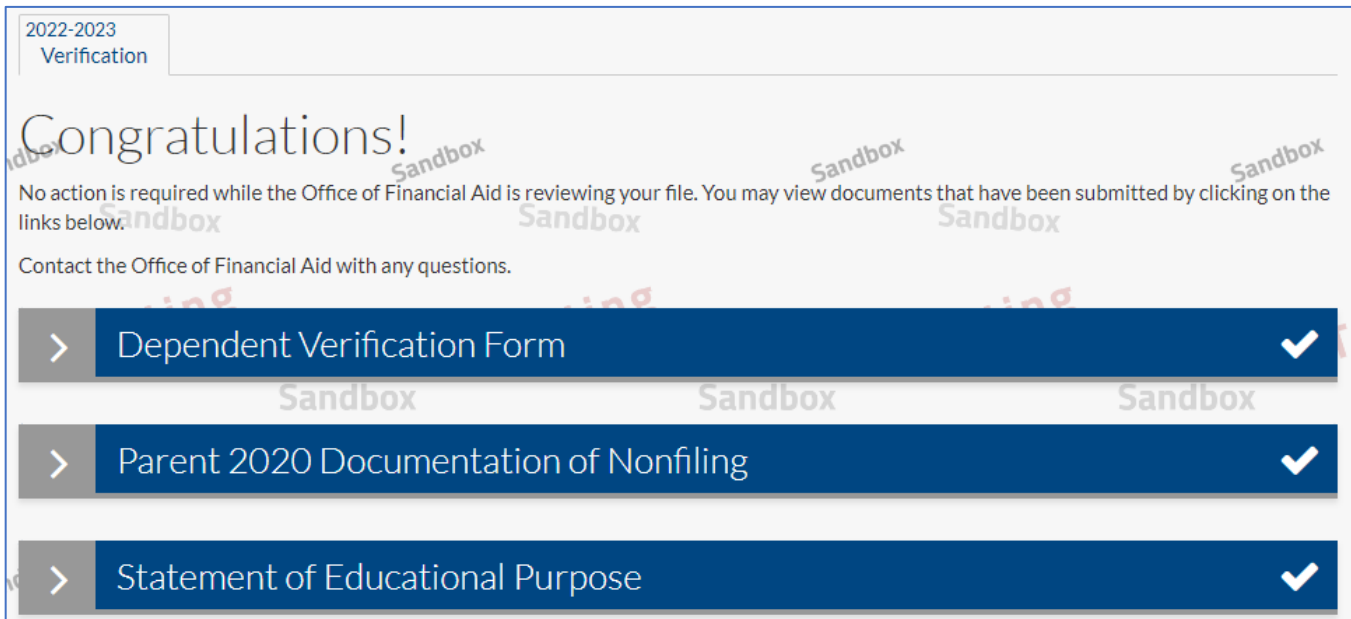
2022-2023  
Verification

You're almost done!  
After you click finish you will be prevented from making further changes while your files are being reviewed.

- > Dependent Verification Form ✓
- > Parent 2020 Documentation of Nonfiling ✓
- > Statement of Educational Purpose ✓

Finish

You will receive a **“Congratulations”** response when you have submitted all tasks.



2022-2023  
Verification

Congratulations!  
No action is required while the Office of Financial Aid is reviewing your file. You may view documents that have been submitted by clicking on the links below.  
Contact the Office of Financial Aid with any questions.

- > Dependent Verification Form ✓
- > Parent 2020 Documentation of Nonfiling ✓
- > Statement of Educational Purpose ✓

**\*\*\*After clicking the Finish button, your documents will be submitted for review. If you need to resubmit documentation and/or if additional documentation is needed, you would also receive a notification to the email address on file.**



## How to Complete the 2022-2023 V1 Dependent Verification Worksheet in Student Forms

If you choose to opt-out of the e-signature process you must select **Yes** under the **Opt out of E-sign**. Parent(s) without a Social Security Number will not be able to electronically sign. For parents that do not have a Social Security number the student will not be able to sign either. The student will instead click “**Opt out of E-sign**”, which will allow the student to download/print the document. Both you and your parent(s) can provide wet signatures and upload it into Student Forms.

The student should:

- Answer **Yes** under the **Opt out of E-Sign** and **Confirm**
- Download & print the verification worksheet
- Both the student and parent sign (either a wet signature or by utilizing the signature tool on your smart device)
- **Upload** this signed verification worksheet into Student Forms
- You will review any additional tasks, submit and click “**Finish**”.
- You will receive a “**Congratulations**” response when you have submitted all tasks (as seen on page 7)
- After clicking the Finish button, your documents will be submitted for review. If you need to resubmit documentation and/or if additional documentation is needed, you would also receive a notification to the email address on file.

