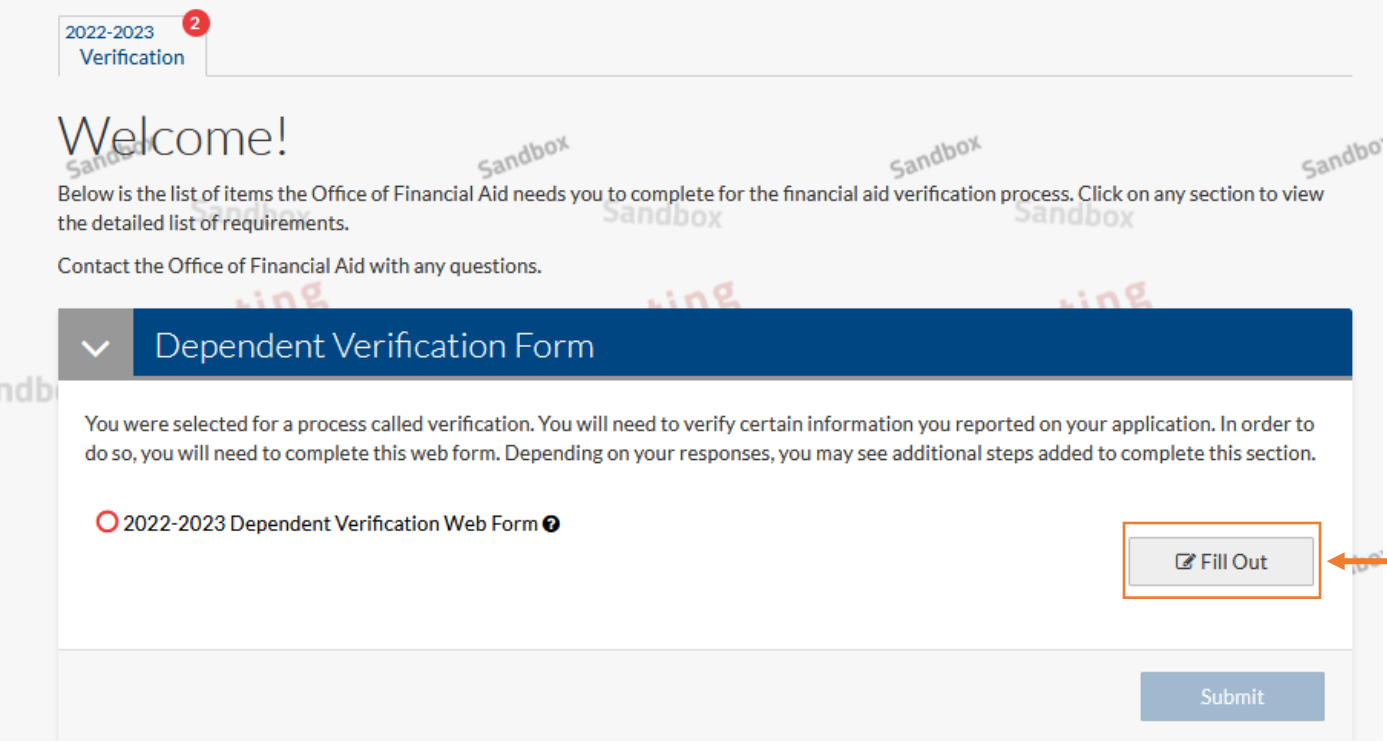
How to Complete the 2022-2023 V1 Dependent Verification Worksheet in Student Forms

Hostos Community College
Office of Financial Aid

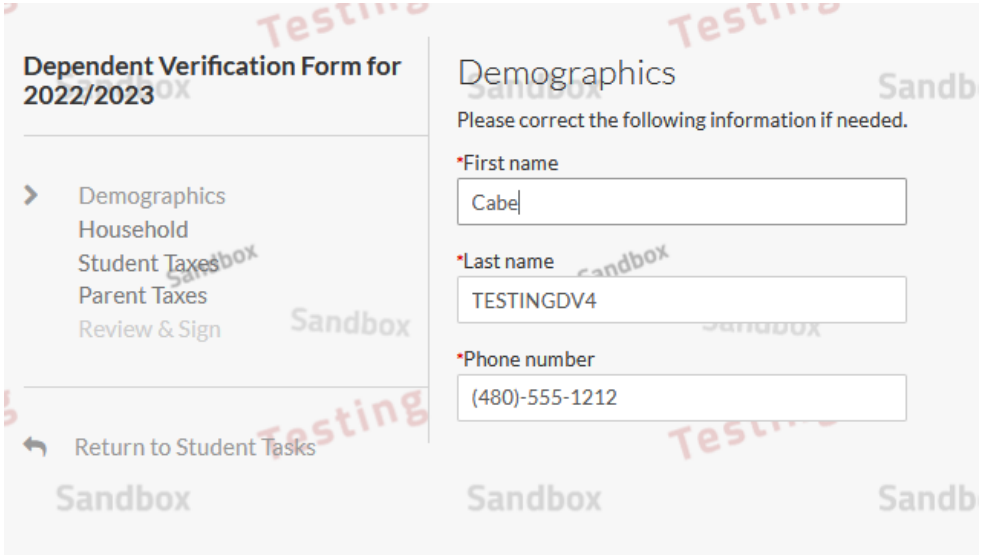
After successfully creating your CUNY Student Forms Account you can view the verification task on the main landing page of the portal.

Step 1: Expand the task and click "Fill Out"



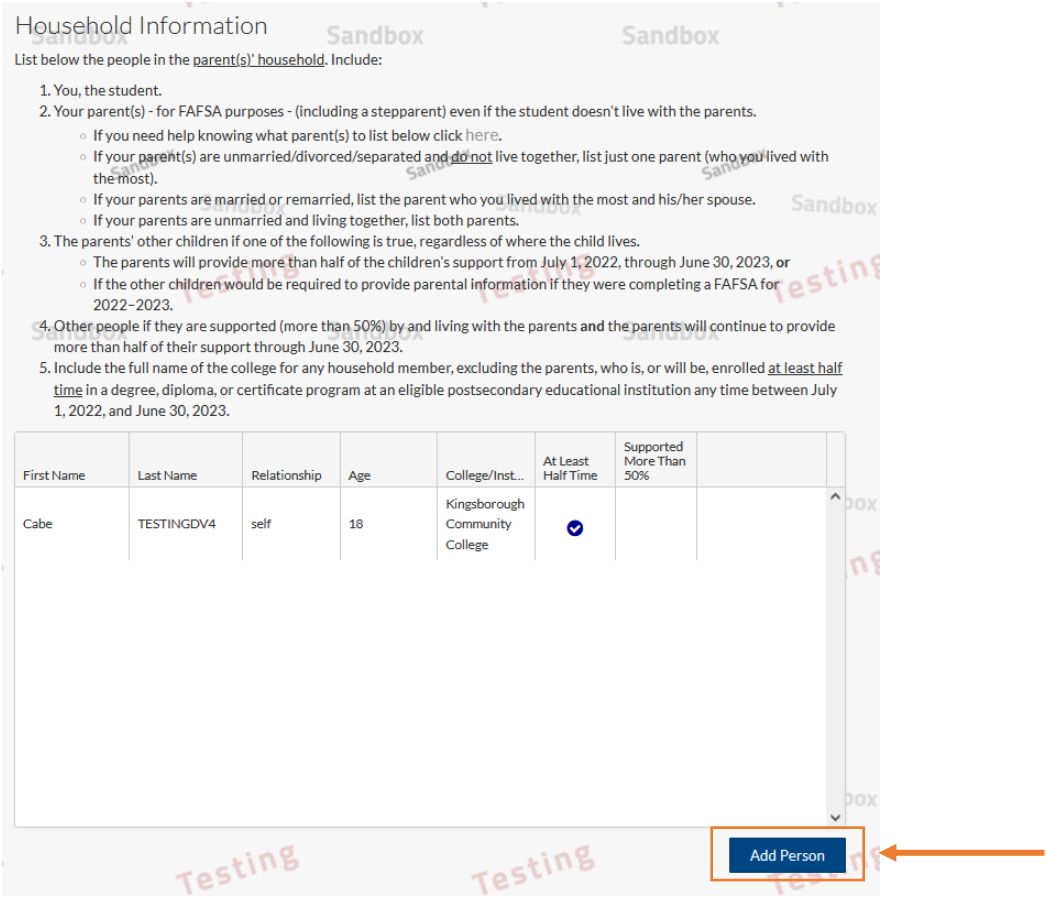
Step 2: Enter your demographic information as it appears on your FAFSA.

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



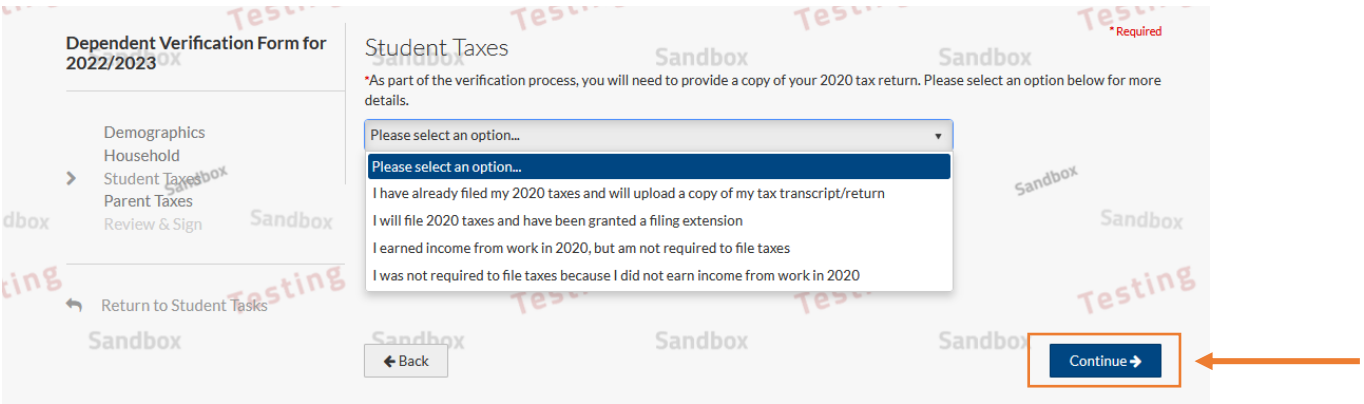
Step 3: Click the Add Person to include additional household members then click next to continue

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).



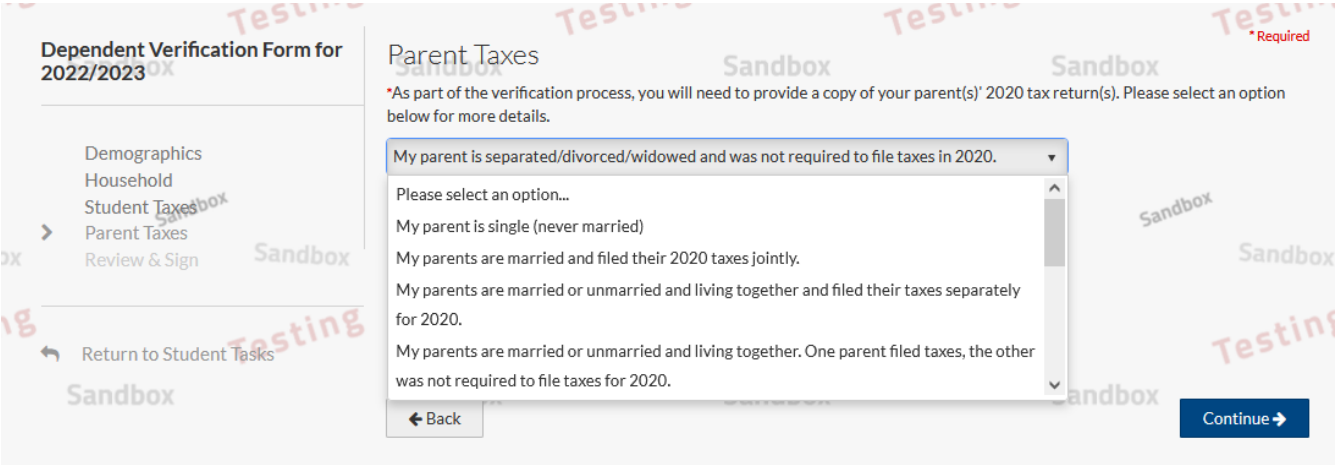
Step 4: Select your correct tax filing status from the dropdown menu, then click Continue

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



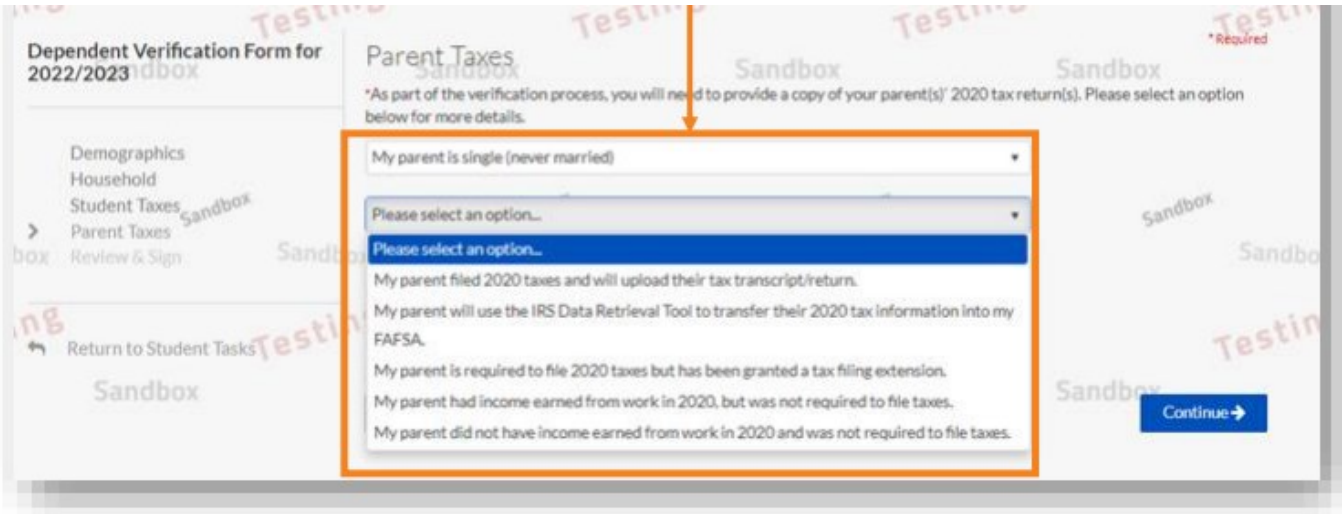
Step 5: Select your parent(s) appropriate marital status

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



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.

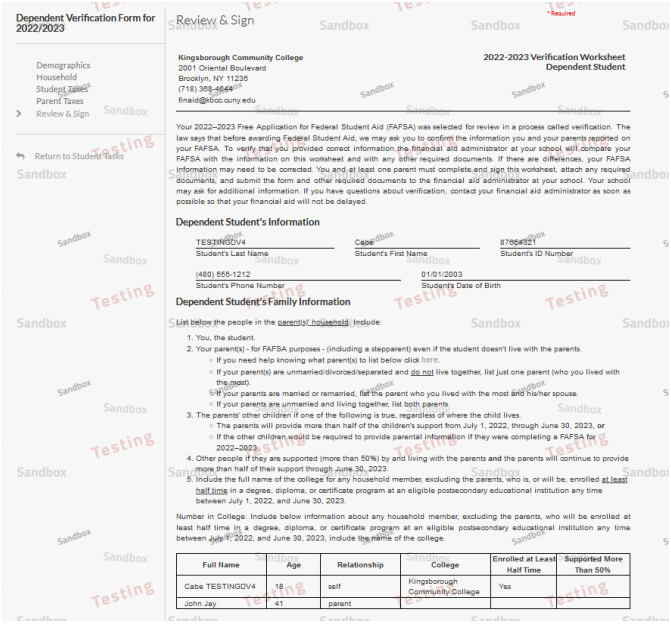
Note: If your parent(s) utilized the IRS DRT tool, you will not see these set of questions



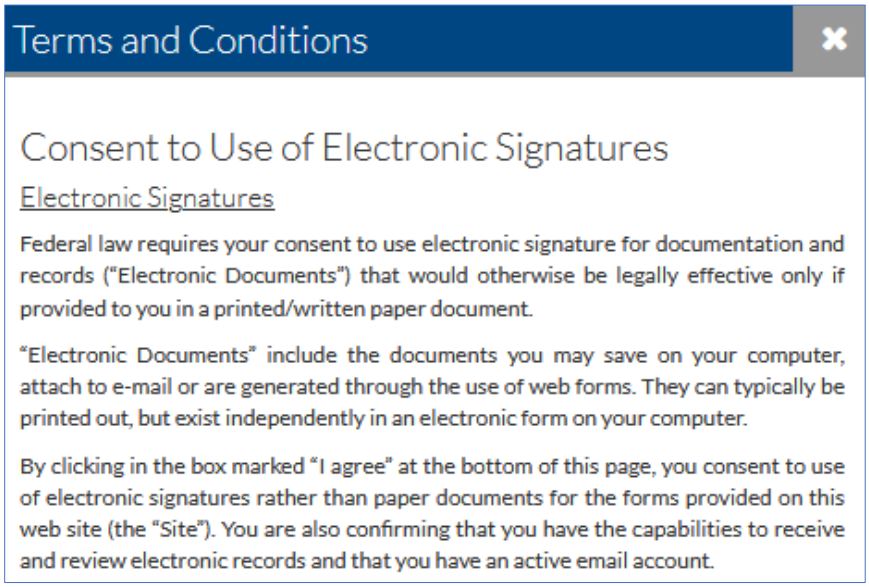
Step 7: This page is a preview of your verification form. Please review your answers, and E-Sign. Afterwards, your parent will need to create an account and e-sign.

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.

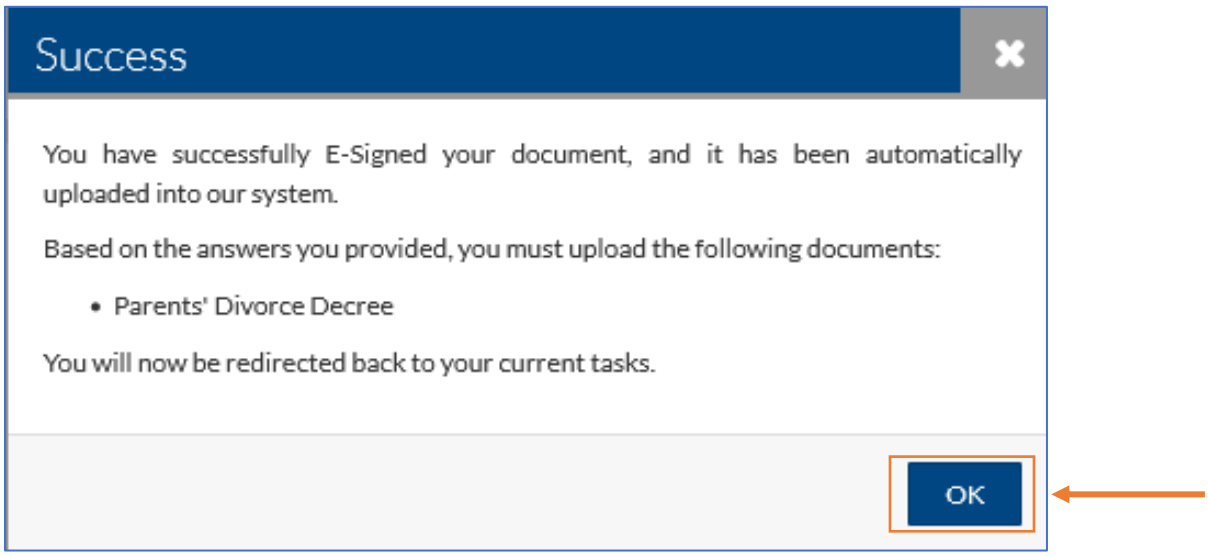


Step 8: As part of the e-signature process, you must accept the Terms & Conditions of the Electronic Signature

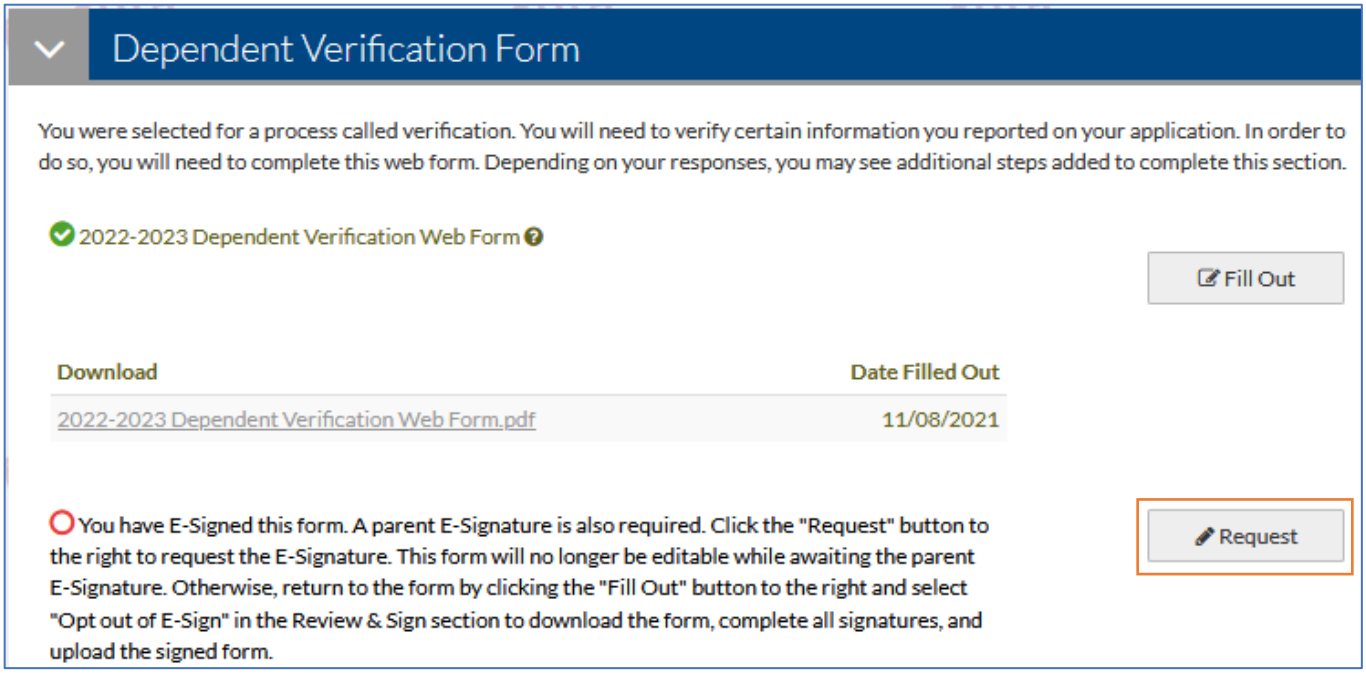


Step 9: After e-signing the form, you will be shown a success page. After clicking the "Ok" button you will be directed back to your tasks

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.



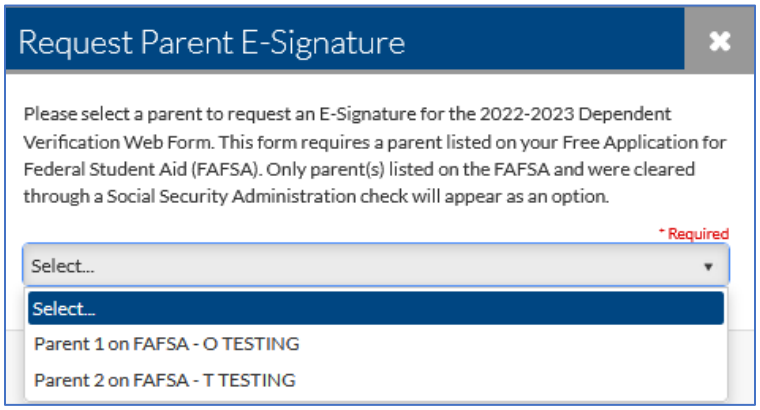
Step 10: Request Your Parental E-Signature by clicking "Request"



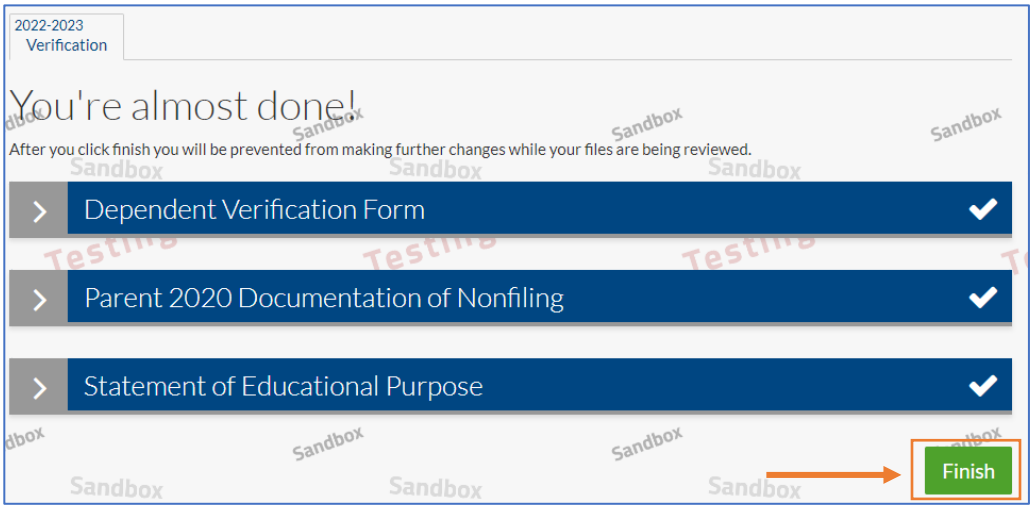
Step 11: Confirm which Parent will be e-signing based on the FAFSA information, input an e-mail address for the parent and click "Send Request". Your parent will receive an email with instructions on how to e-sign the form.

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.)

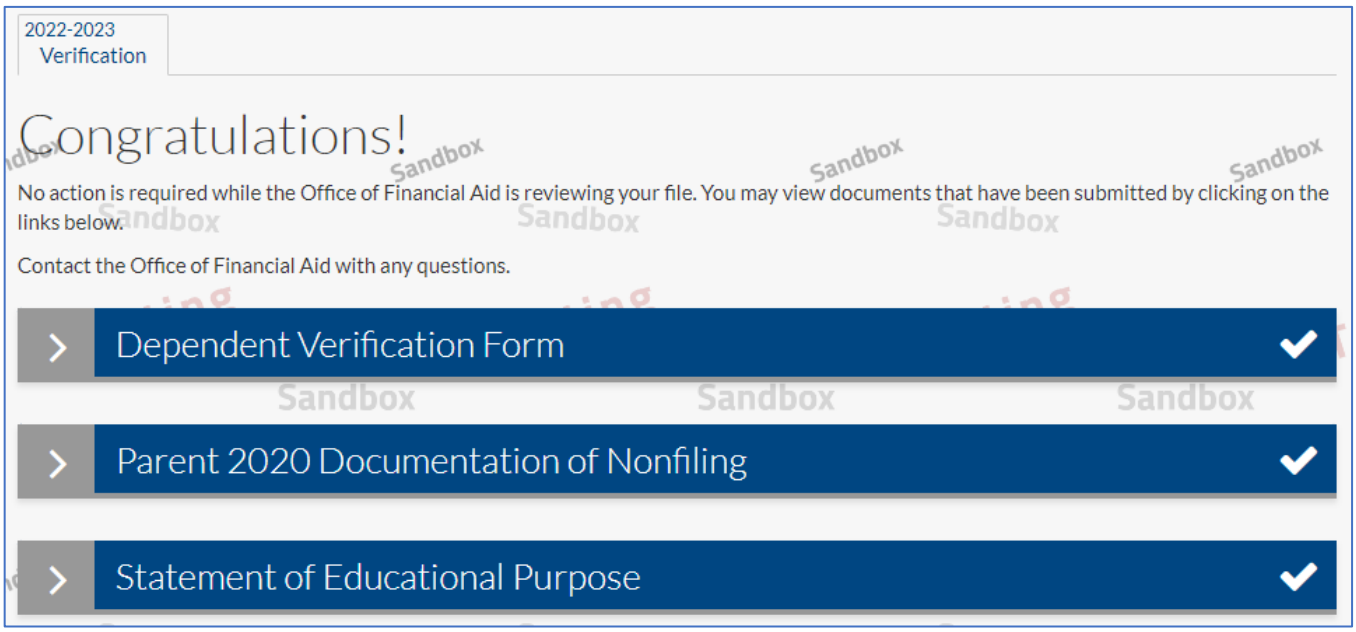
Note: Your verification submission is incomplete, until parent creates their own account, completes their portion of the form by signing and submitting as well.



<u>Step 12</u>: After the Parent has e-signed the form, you will return to the portal. You will review any additional tasks, submit and click "Finish".

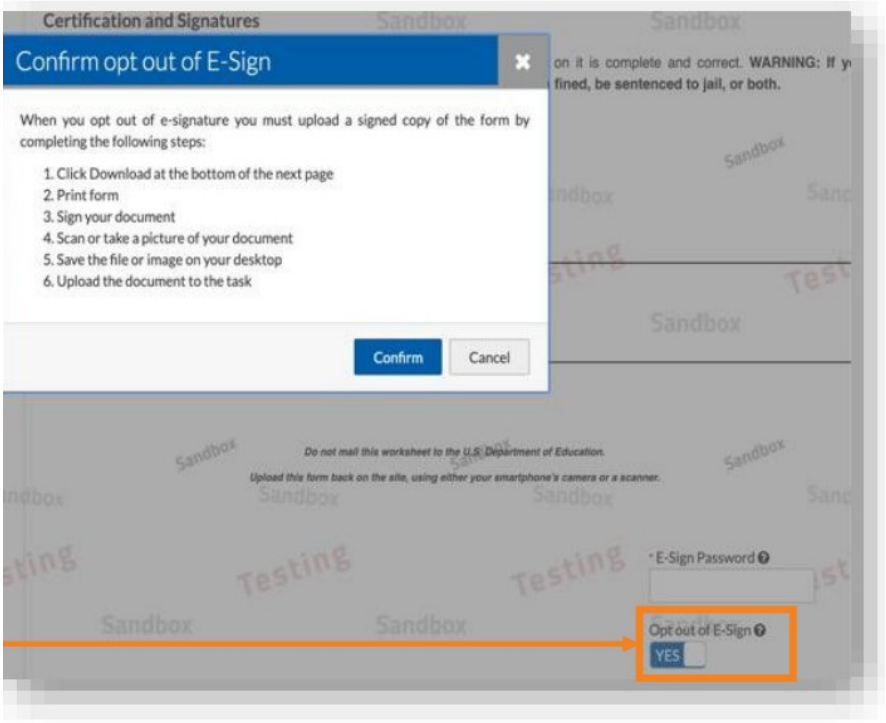


You will receive a "Congratulations" response when you have submitted all tasks.



*****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.**

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.