How to Complete the 2022-2023 V1 Independent Verification Worksheet

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.
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Step 3: Click the Add Person to include additional household members then click Continue

Note: List everyone living in the house and supported by you including yourself and your spouse (if married). Also, complete information such as Age, Relationship to you and College (if attending).

Step 4: Select your appropriate marital status

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

Step 5: Please select the correct option, and confirm the correct filing status on you (and your spouse’s, if married) 2020 federal tax returns.
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Note: If you utilized the IRS DRT tool, you will not see these set of questions

Step 6: This page is a preview of your verification form. Please review your answers, e-sign and submit. If you choose to opt out, please see instructions on next slide.
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Step 7: Please review and E-Sign the form. After e-signing the form, you will be shown a success page. 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: 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.