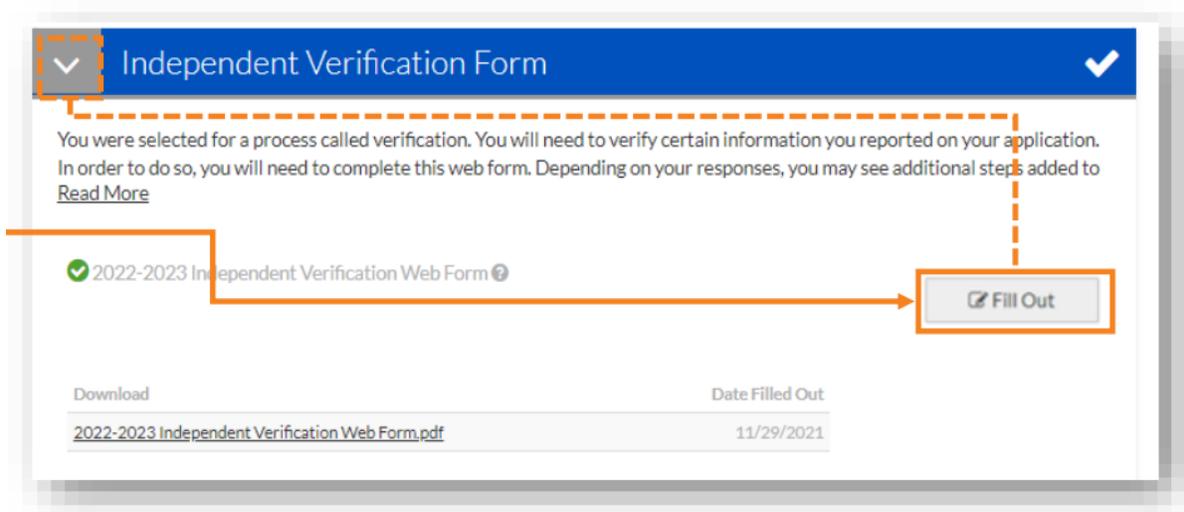


How to Complete the 2022-2023 V1 Independent Verification Worksheet

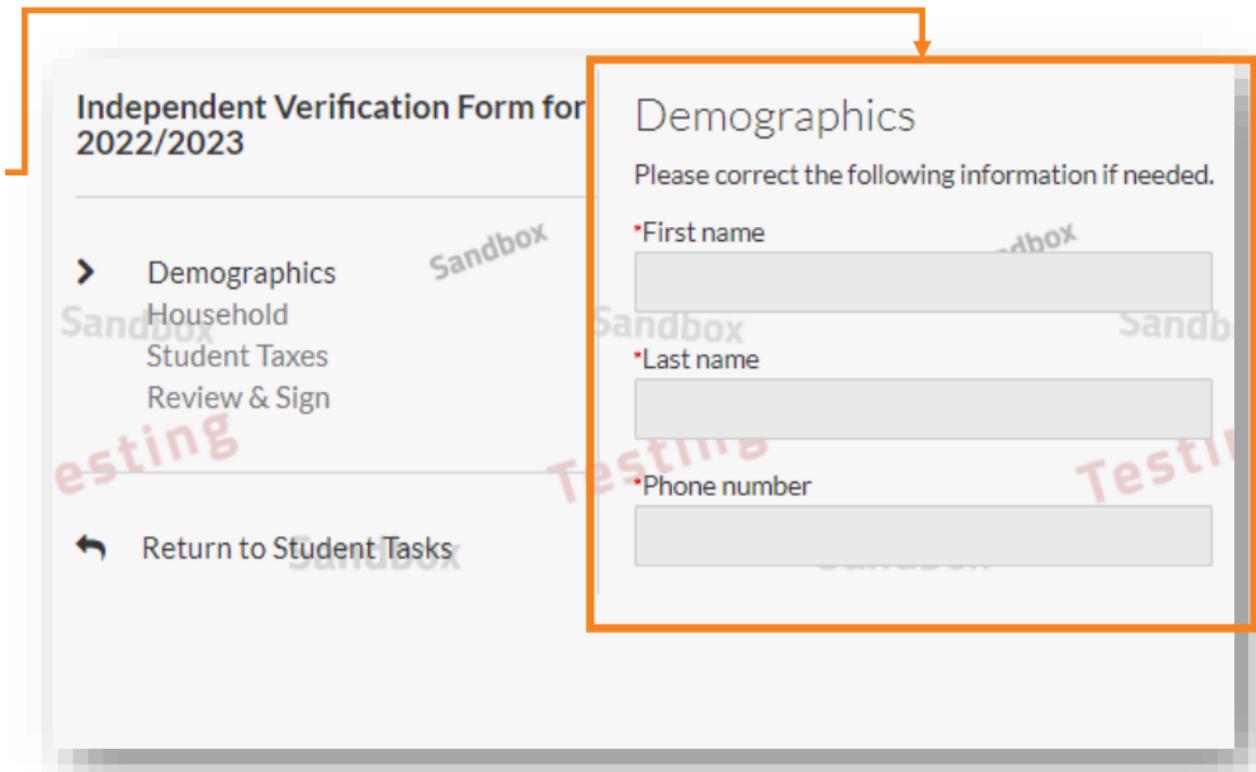
After successfully [creating your CUNY Student Forms Account](#) you can view the verification task on the main landing page of the portal.

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



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

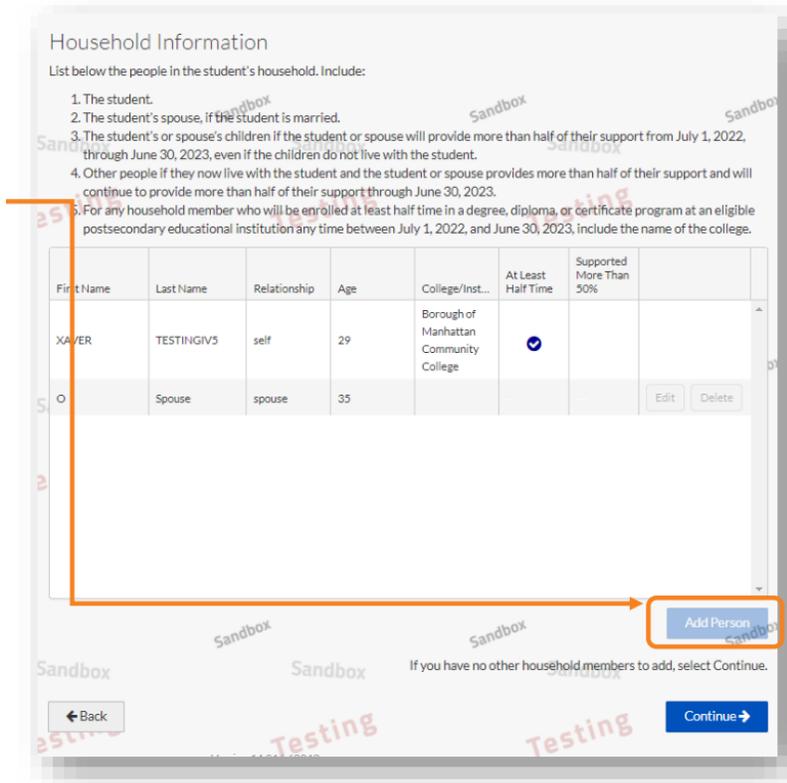
The information you provide here will need to match exactly with what was provided on your FAFSA application.



How to Complete the 2022-2023 V1 Independent Verification Worksheet

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).



Household Information

List below the people in the student's household. Include:

1. The student.
2. The student's spouse, if the student is married.
3. The student's or spouse's children if the student or spouse will provide more than half of their support from July 1, 2022, through June 30, 2023, even if the children do not live with the student.
4. Other people if they now live with the student and the student or spouse provides more than half of their support and will continue to provide more than half of their support through June 30, 2023.
5. For any household member 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.

First Name	Last Name	Relationship	Age	College/Inst...	At Least Half Time	Supported More Than 50%	
XAVIER	TESTINGIV5	self	29	Borough of Manhattan Community College	<input checked="" type="checkbox"/>		
JO	Spouse	spouse	35				Edit Delete

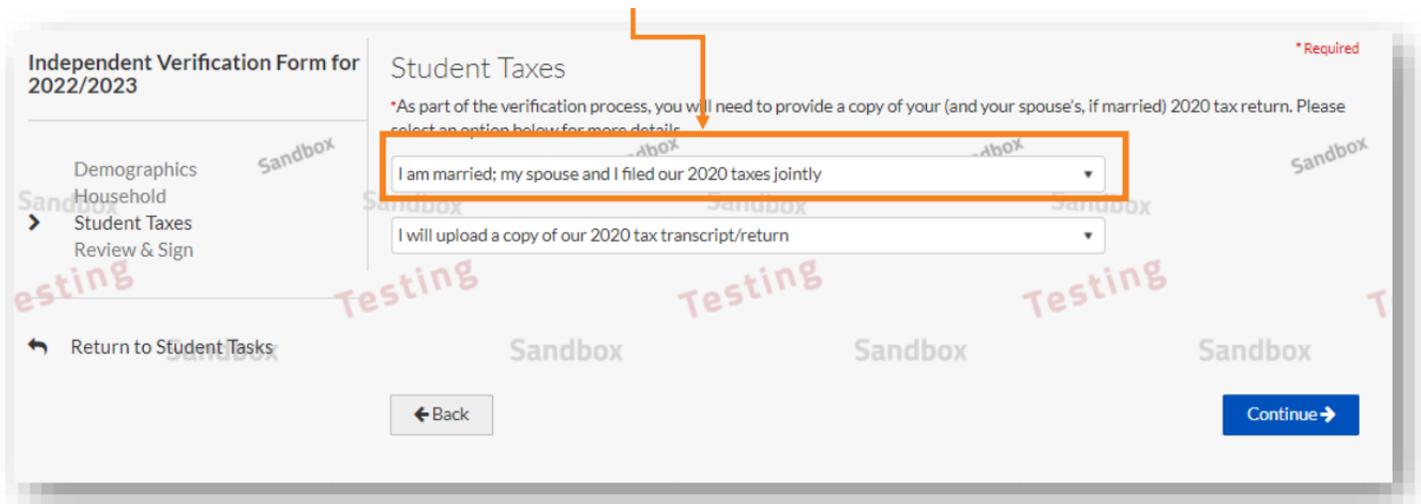
Add Person

If you have no other household members to add, select Continue.

[← Back](#) [Continue →](#)

Step 4: Select your appropriate marital status

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



Independent Verification Form for 2022/2023

Student Taxes * Required

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

I am married; my spouse and I filed our 2020 taxes jointly

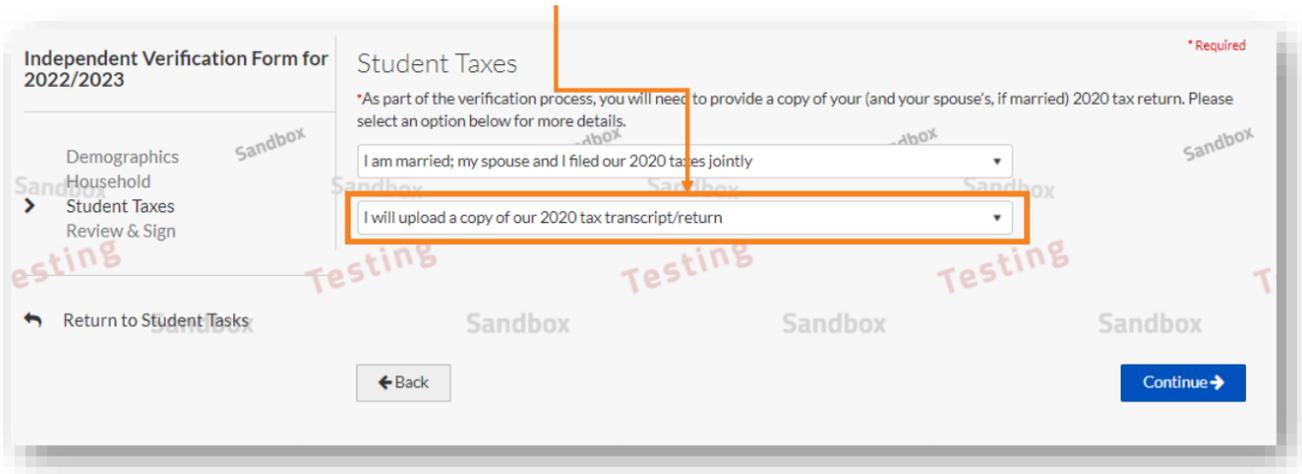
I will upload a copy of our 2020 tax transcript/return

[← Back](#) [Continue →](#)

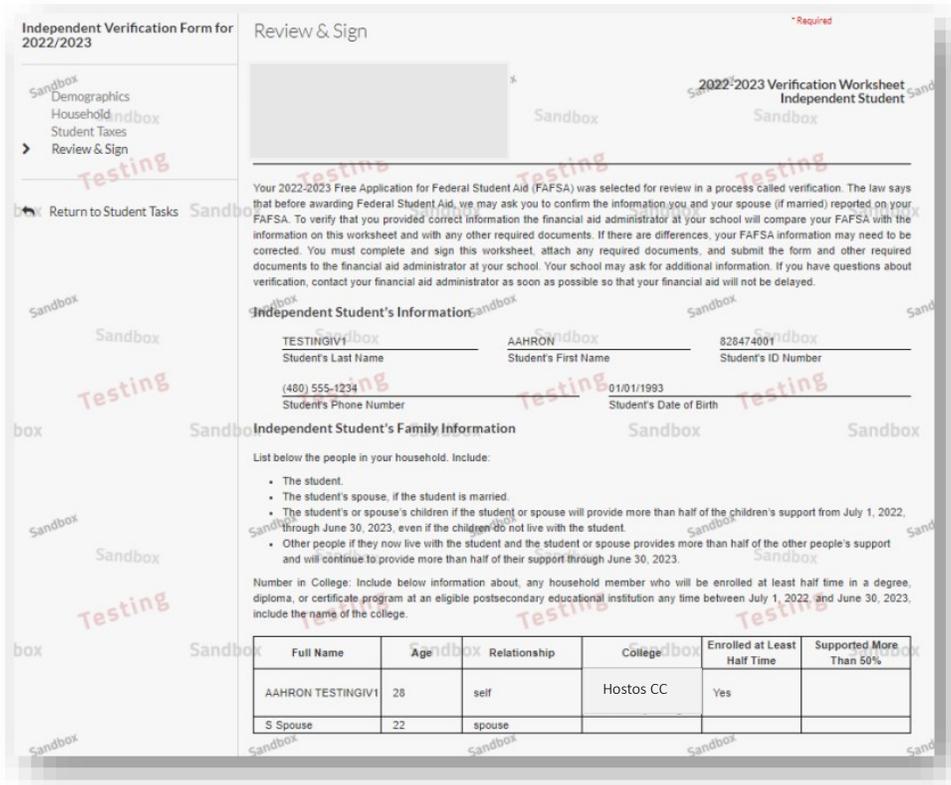
Step 5: Please select the correct option, and confirm the correct filing status on you (and your spouse's, if married) 2020 federal tax returns.

How to Complete the 2022-2023 V1 Independent Verification Worksheet

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.



Independent Student's Information:

TESTINGIV1 AAHRON 828474001
Student's Last Name Student's First Name Student's ID Number

(480) 555-1234 01/01/1993
Student's Phone Number Student's Date of Birth

Independent Student's Family Information

List below the people in your household. Include:

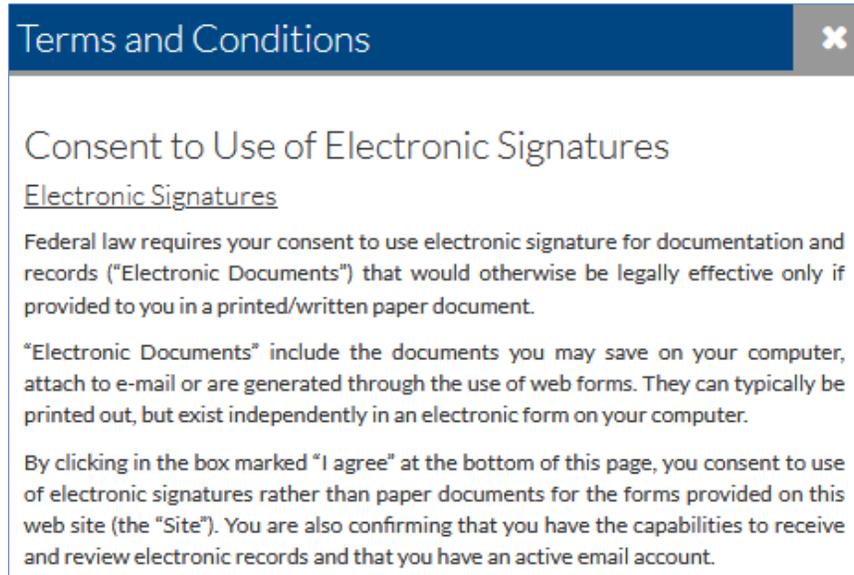
- The student.
- The student's spouse, if the student is married.
- The student's or spouse's children if the student or spouse will provide more than half of the children's support from July 1, 2022, through June 30, 2023, even if the children do not live with the student.
- Other people if they now live with the student and the student or spouse provides more than half of the other people's support and will continue to provide more than half of their support through June 30, 2023.

Number in College: Include below information about any household member 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%
AAHRON TESTINGIV1	28	self	Hostos CC	Yes	Yes
S Spouse	22	spouse	Hostos CC	Yes	Yes

How to Complete the 2022-2023 V1 Independent Verification Worksheet

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**



Terms and Conditions

Consent to Use of Electronic Signatures

Electronic Signatures

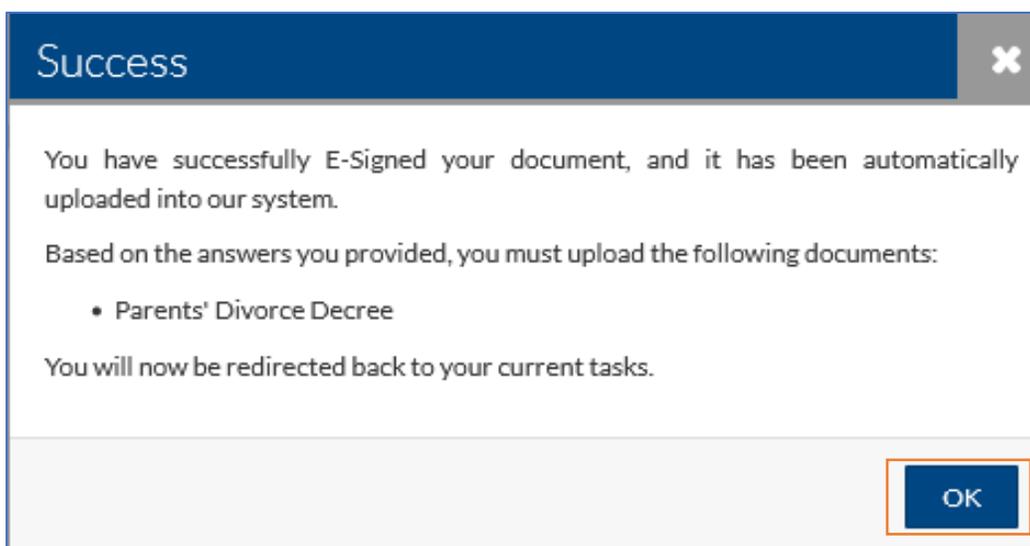
Federal law requires your consent to use electronic signature for documentation and records ("Electronic Documents") that would otherwise be legally effective only if provided to you in a printed/written paper document.

"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.



Success

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

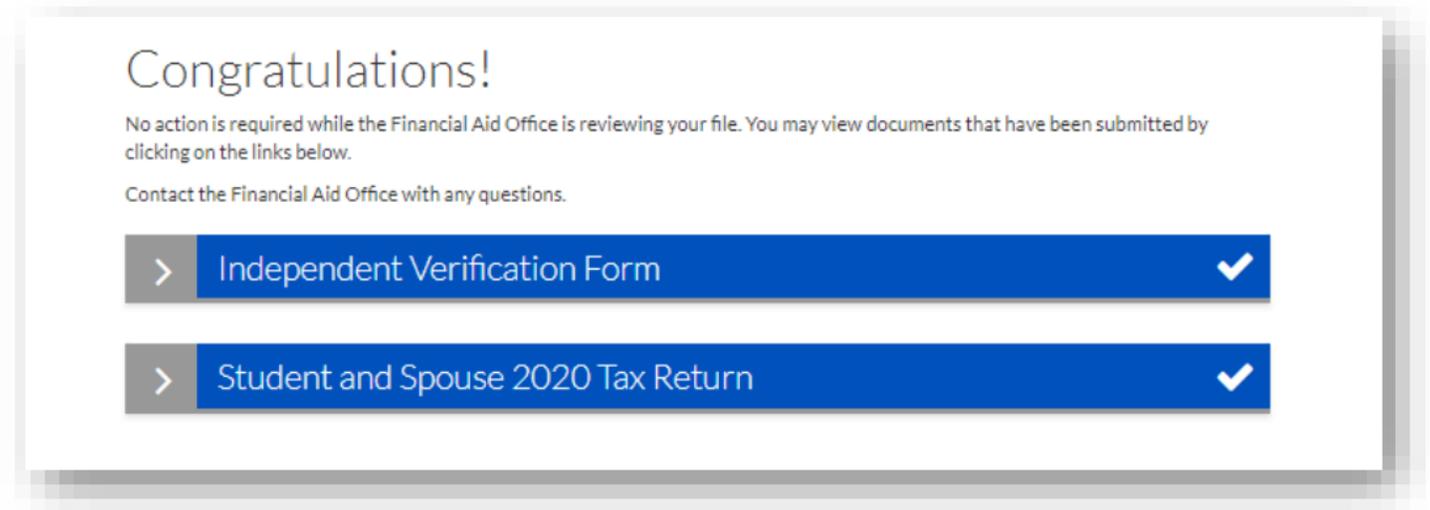
You will now be redirected back to your current tasks.

OK

How to Complete the 2022-2023 V1 Independent Verification Worksheet

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.**