

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

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

ou were selected for a process called verification. You will ne o order to do so, you will need to complete this web form. De <u>ead More</u>	eed to verify certain information you reported pending on your responses, you may see addi	d on your application. tional steps added to
🛇 2022-2023 Intependent Verification Web Form 🕑	[🕼 Fill Out
Download	Date Filled 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.

Please correct the following information if needed.
•First name •Last name •Phone number



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).

Househo	ld Informat	ion						
List below the p	people in the studer	nt's household. Ir	nclude:					
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← Back							Conti	nue 👈

Step 4: Select your appropriate marital status

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

Demographics Sandbox I am married; my spouse and I filed our 2020 taxes jointly • Sandbox Sandbox </th <th>Independent Verification Form for 2022/2023</th> <th>Student Taxes</th> <th>, you will need to provide a copy of yo</th> <th>our (and your spouse's, if married) 2</th> <th>* Required</th>	Independent Verification Form for 2022/2023	Student Taxes	, you will need to provide a copy of yo	our (and your spouse's, if married) 2	* Required
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Return to Student Tasks Sandbox Sandbox ← Back Continue →	Review & Sign	I will upload a copy of our 2020 ta	transcript/return	Testing	τ
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<u>Step 5</u>: Please select the correct option, and confirm the correct filing status on you (and your spouse's, if married) 2020 federal tax returns.



Note: If you utilized the IRS DRT tool, you will not see these set of questions

Independent Verification Form for 2022/2023	Student Taxes •As part of the verification process,	you will need to provide a	copy of your (and you	r spouse's, if married) 2	* Require	ed
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<u>Step 6</u>: 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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	List below the people in yo	ur household. In	clude:			
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<u>Step 7</u>: 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 records ("Electronic Documents") that would otherwise be legally effective or provided to you in a printed/written paper document.	n and nly if
"Electronic Documents" include the documents you may save on your comp attach to e-mail or are generated through the use of web forms. They can typical printed out, but exist independently in an electronic form on your computer.	outer, lly be
By clicking in the box marked "I agree" at the bottom of this page, you consent to of electronic signatures rather than paper documents for the forms provided or web site (the "Site"). You are also confirming that you have the capabilities to re- and review electronic records and that you have an active email account.	o use n this ceive

<u>Step 9</u>: 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.



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.

No actio licking	on is required while the Financial Aid Office is reviewing your file. You may view documents that have been submitted by on the links below.
Contact	the Financial Aid Office with any questions.
>	Independent Verification Form 🗸
>	Student and Spouse 2020 Tax Return 🗸 🗸

***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.

