How to Complete the 2022-2023 V1 Independent Verification Worksheet

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"**
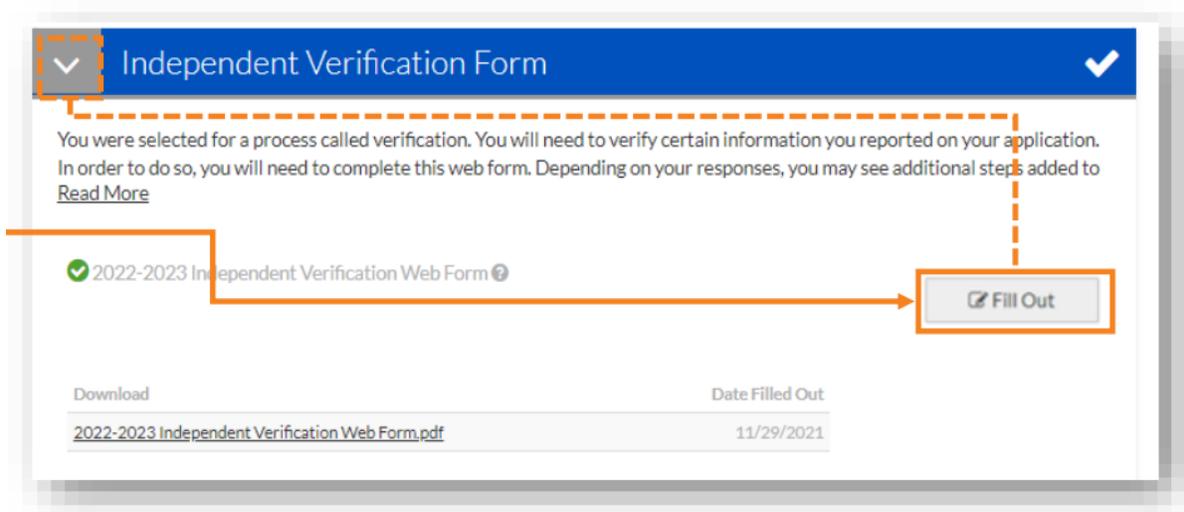
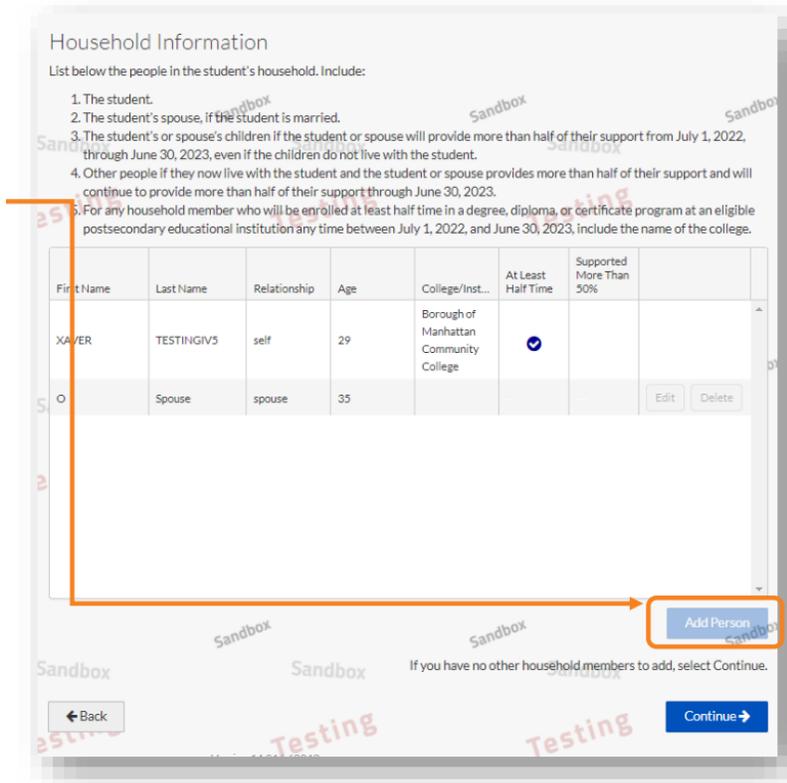**Step 2:** Enter your demographic information <u>as it appears on your FAFSA</u>.

The information you provide here will need to match exactly with what was provided on your FAFSA application.
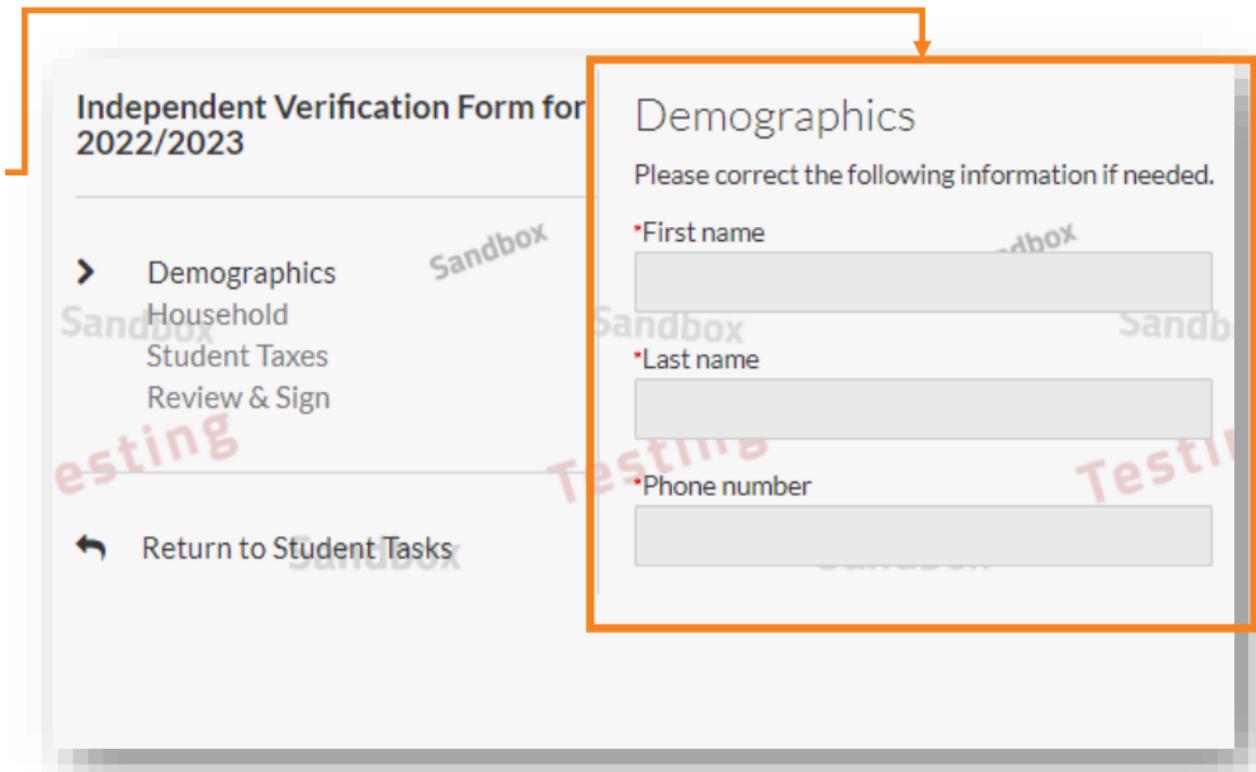
Step 3: Click the Add Person to include additional household members then click Continue

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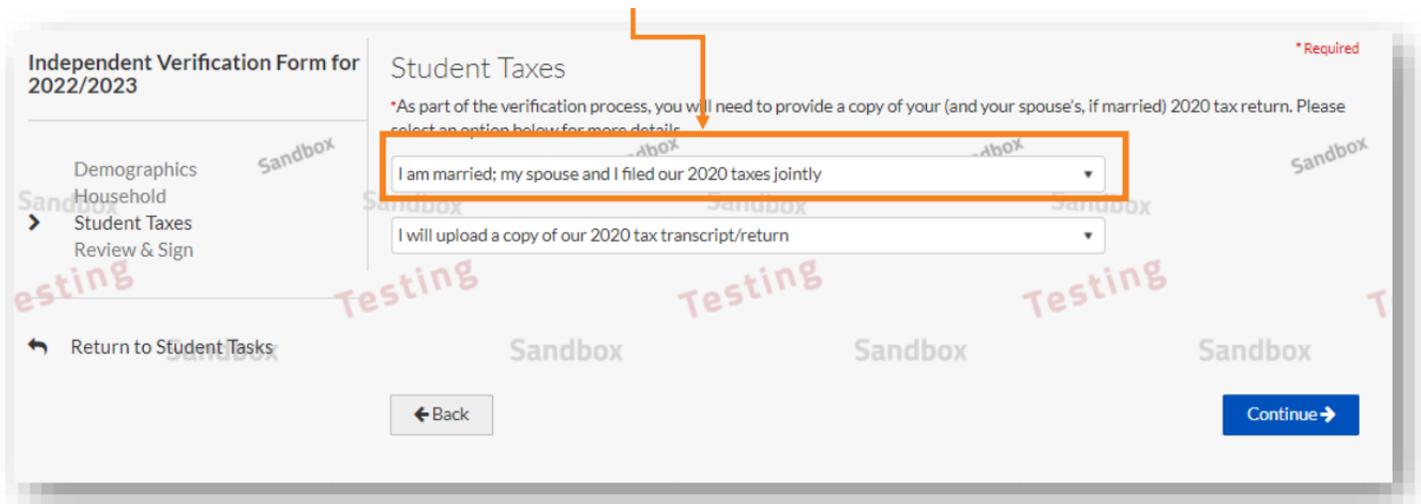
Step 5: Please select the correct option, and confirm the correct filing status on you (and your spouse's, if married) 2020 federal tax returns.

Hostos
Community College
Office of Financial Aid

Note: If you utilized the IRS DRT tool, you will not see these set of questions
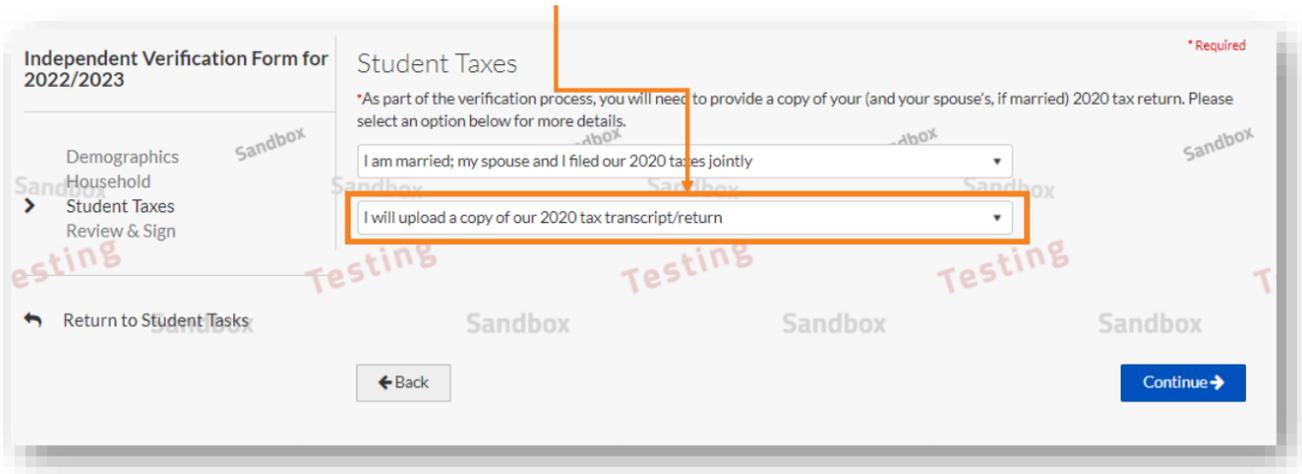
Step 6: This page is a preview of your verification form. Please review your answers, e-sign and submit. If you choose to opt out, please see instructions on next slide.

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**
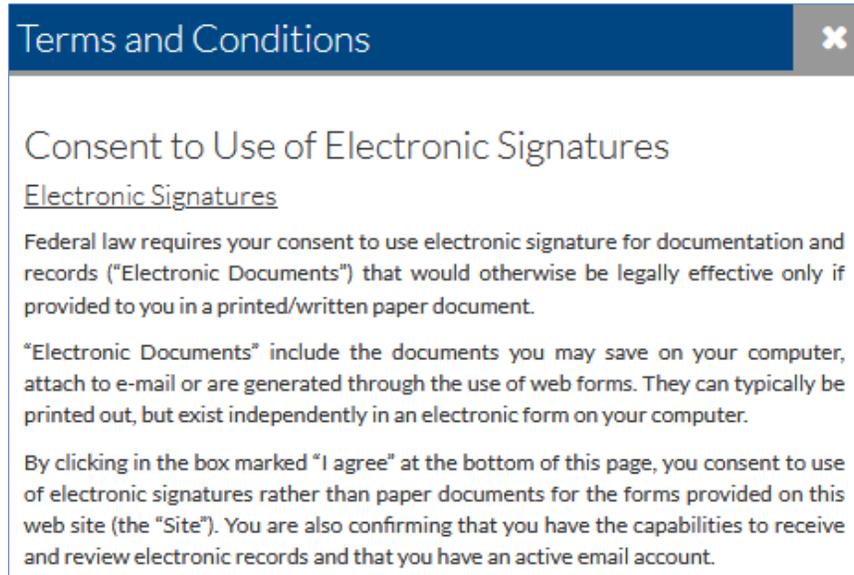
Terms and Conditions

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.
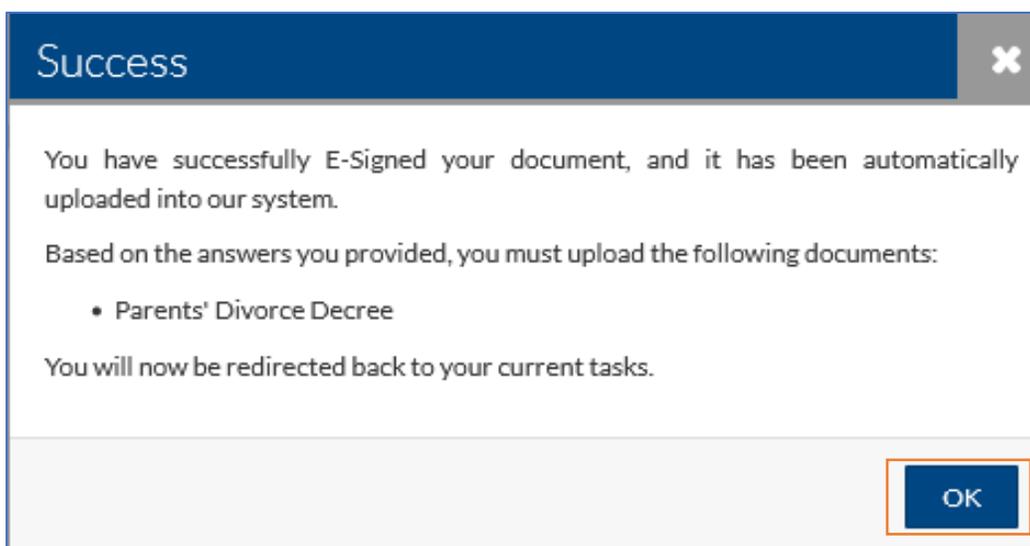
Success

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:
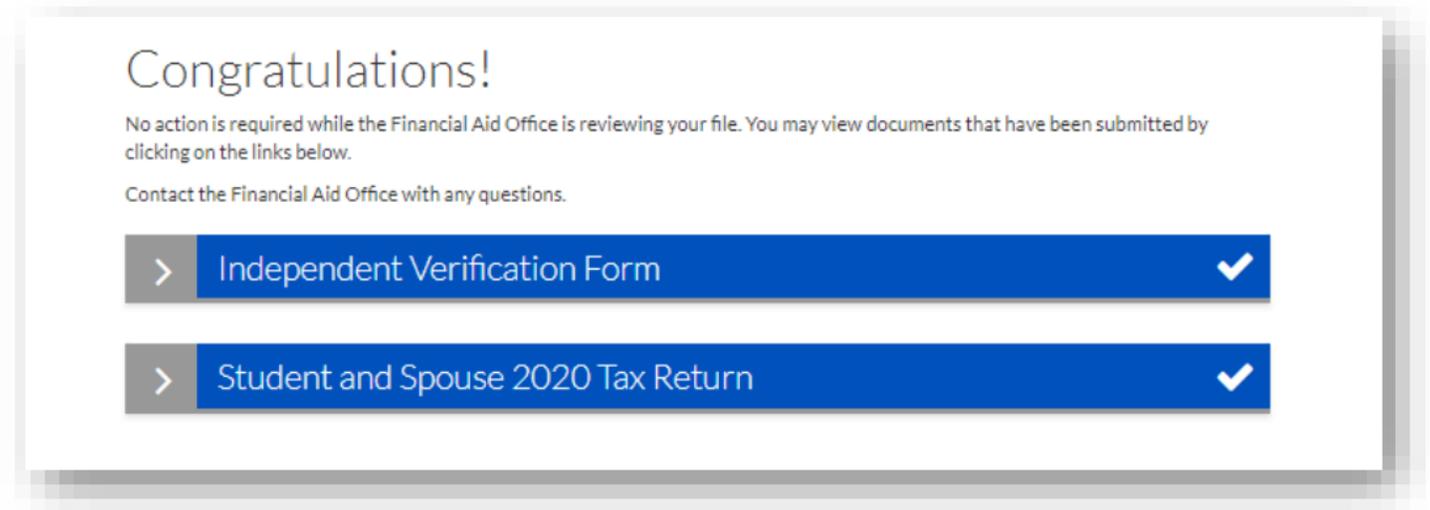
- Parents' Divorce Decree

You will now be redirected back to your current tasks.

OK

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.