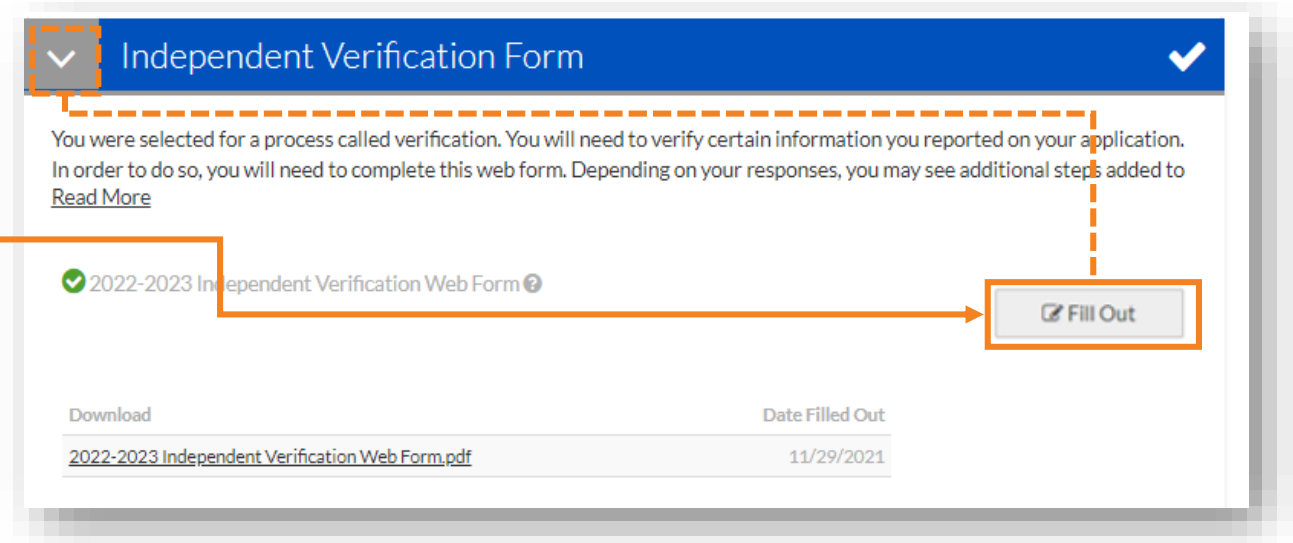


INSTRUCTIONS ON HOW TO COMPLETE A V1 INDEPENDENT VERIFICATION WORKSHEET

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

Completing a V1 Independent Verification Worksheet

Step 1: Initiate the verification web form by clicking the Fill Out button



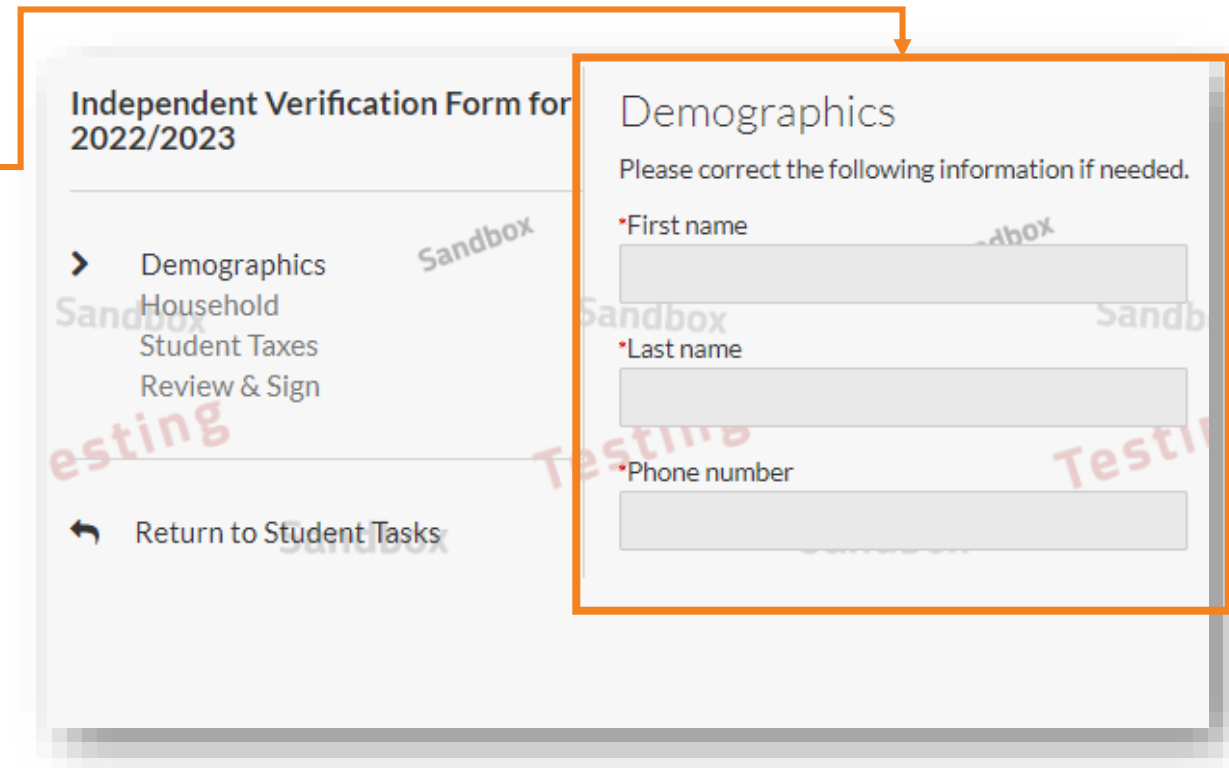
The screenshot shows a web interface for the 'Independent Verification Form'. At the top, there is a blue header with a dropdown arrow on the left and a checkmark on the right. Below the header, a message states: 'You were selected for a process called verification. You will need to verify certain information you reported on your application. In order to do so, you will need to complete this web form. Depending on your responses, you may see additional steps added to [Read More](#)'. Below this message is a list item: '2022-2023 Independent Verification Web Form' with a green checkmark icon and a help icon. To the right of this list item is a button labeled 'Fill Out' with a pencil icon. An orange dashed line connects the dropdown arrow to the 'Fill Out' button. Below the list item is a table with two columns: 'Download' and 'Date Filled Out'. The table contains one row with the file name '2022-2023 Independent Verification Web Form.pdf' and the date '11/29/2021'. An orange solid line connects the 'Fill Out' button to the 'Download' column header.

Download	Date Filled Out
2022-2023 Independent Verification Web Form.pdf	11/29/2021

Completing a V1 Independent Verification Worksheet

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

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



The screenshot displays the 'Independent Verification Form for 2022/2023' in a 'Sandbox' testing environment. A navigation menu on the left includes 'Demographics', 'Household', 'Student Taxes', and 'Review & Sign'. The 'Demographics' section is highlighted with an orange box and contains the following fields:

- Demographics
- Household
- Student Taxes
- Review & Sign

Below the menu is a 'Return to Student Tasks' button. The 'Demographics' section is titled 'Demographics' and includes the instruction: 'Please correct the following information if needed.' The fields are:

- *First name
- *Last name
- *Phone number

Completing a V1 Independent Verification Worksheet

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 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"/>		
O	Spouse	spouse	35				Edit Delete

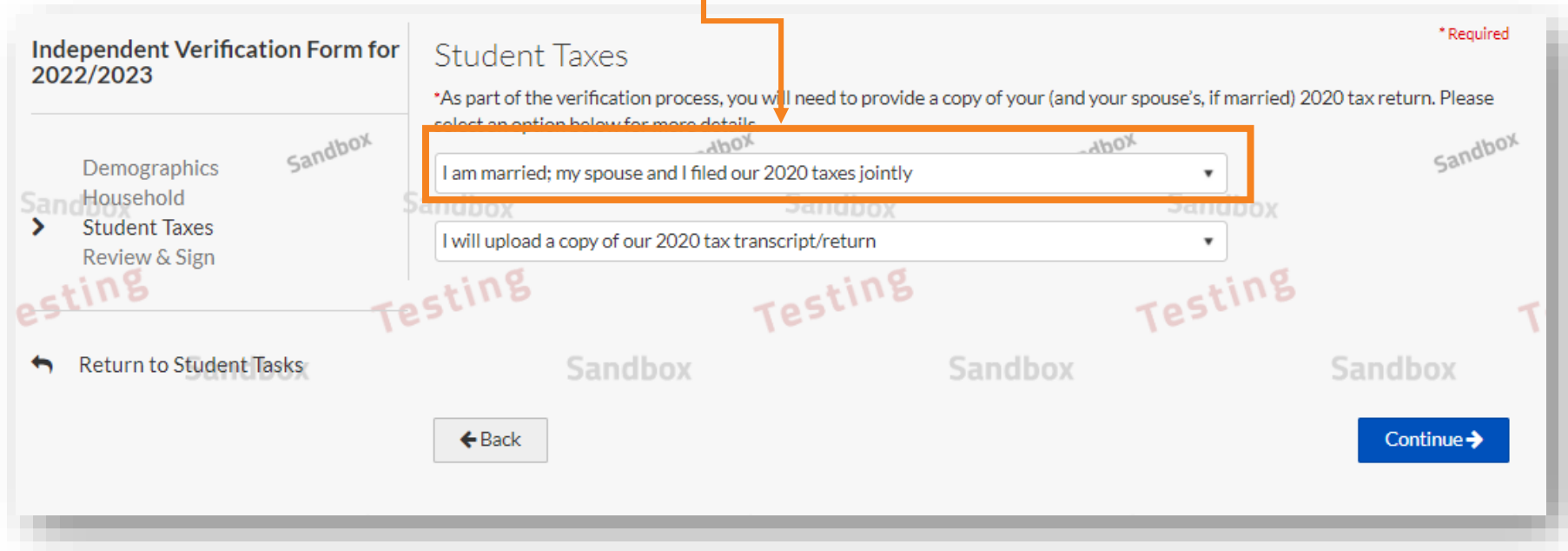
[Add Person](#)

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

[← Back](#) [Continue →](#)

Completing a V1 Independent Verification Worksheet

Step 4: Select your appropriate marital status



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

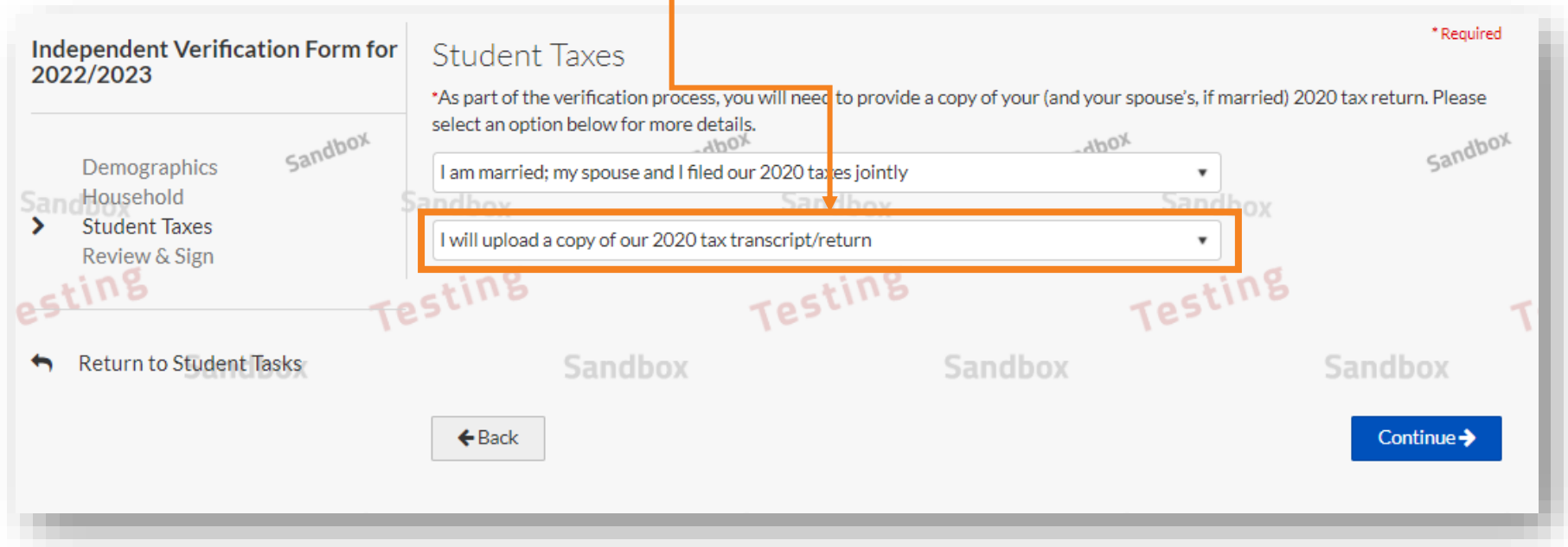
Return to Student Tasks

← Back Continue →

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

Completing a V1 Independent Verification Worksheet

Step 5: Select your appropriate tax filing status



Independent Verification Form for 2022/2023

Demographics
Household
> Student Taxes
Review & Sign

Return to Student Tasks

← Back

Continue →

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

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.

Completing a V1 Independent Verification Worksheet

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 Verification Form for 2022/2023

Review & Sign * Required

Borough of Manhattan Community College
199 Chambers Street
New York, NY 10007
(212) 220-1430
finaid@bmcc.cuny.edu

2022-2023 Verification Worksheet
Independent Student

Your 2022-2023 Free Application for Federal Student Aid (FAFSA) was selected for review in a process called verification. The law says that before awarding Federal Student Aid, we may ask you to confirm the information you and your spouse (if married) reported on your FAFSA. To verify that you provided correct information the financial aid administrator at your school will compare your FAFSA with the information on this worksheet and with any other required documents. If there are differences, your FAFSA information may need to be corrected. You must complete and sign this worksheet, attach any required documents, and submit the form and other required documents to the financial aid administrator at your school. Your school may ask for additional information. If you have questions about verification, contact your financial aid administrator as soon as possible so that your financial aid will not be delayed.

Independent Student's Information

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

(480) 555-1234 Student's Phone Number
01/01/1993 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.

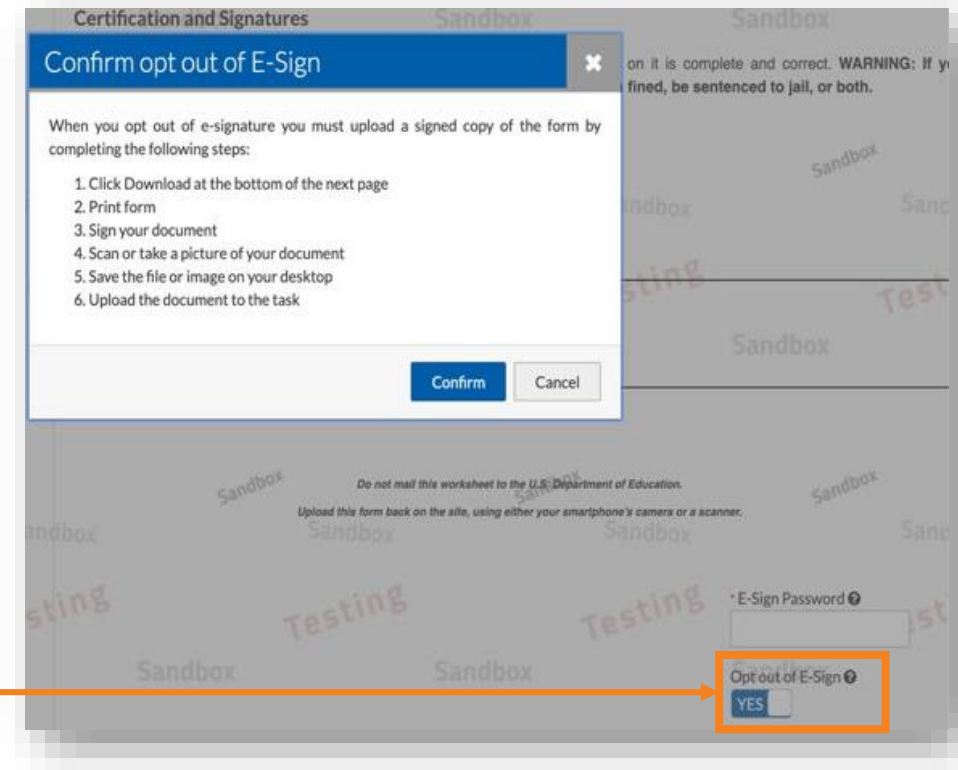
Full Name	Age	Relationship	College	Enrolled at Least Half Time	Supported More Than 50%
AAHRON TESTINGIV1	28	self	Borough of Manhattan Community College	Yes	
S Spouse	22	spouse			

Completing a V1 Independent Verification Worksheet

If you choose to opt-out of the e-signature process you must select *Yes* under the Opt out of E-sign. You should:

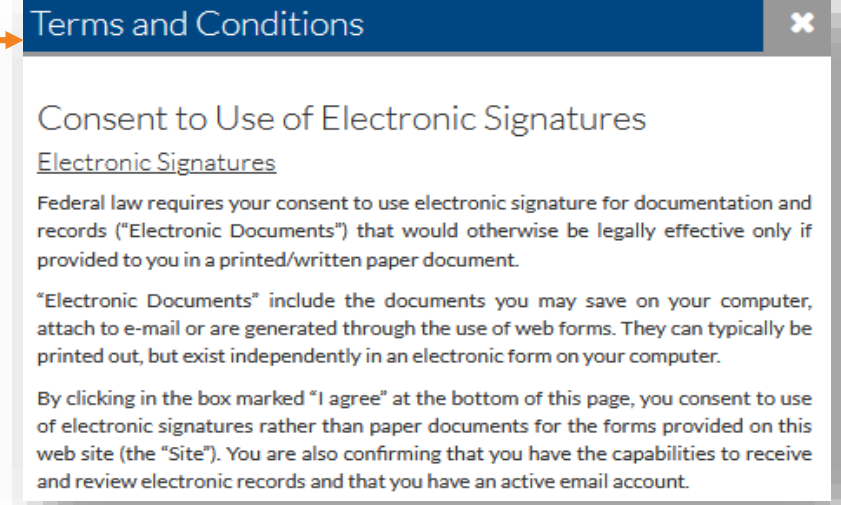
- Answer Yes under the Opt out of E-Sign
- Download & print the verification worksheet
- Sign (either a wet signature or by utilizing the signature tool on your smart device)
- Upload this signed verification worksheet into Student Forms

Note: You may disregard the remaining instructions, as you are done with the steps.

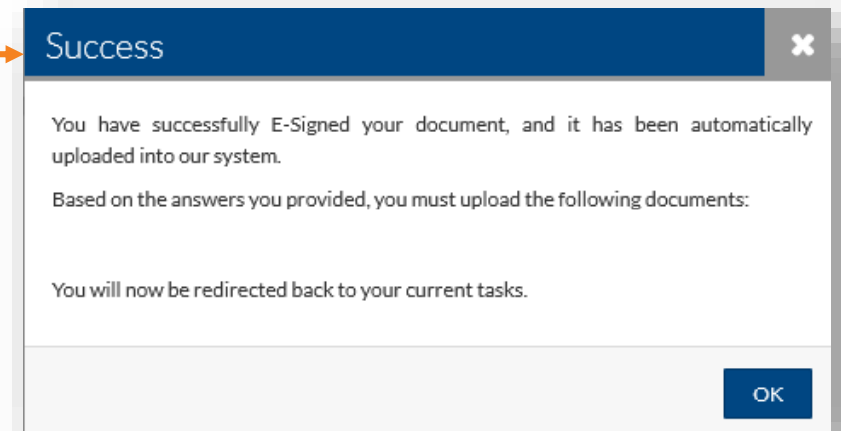


Completing a V1 Independent Verification Worksheet

Step 7: If you did not opt-out of the e-signature, you must accept the **Terms & Conditions** of the Electronic Signature

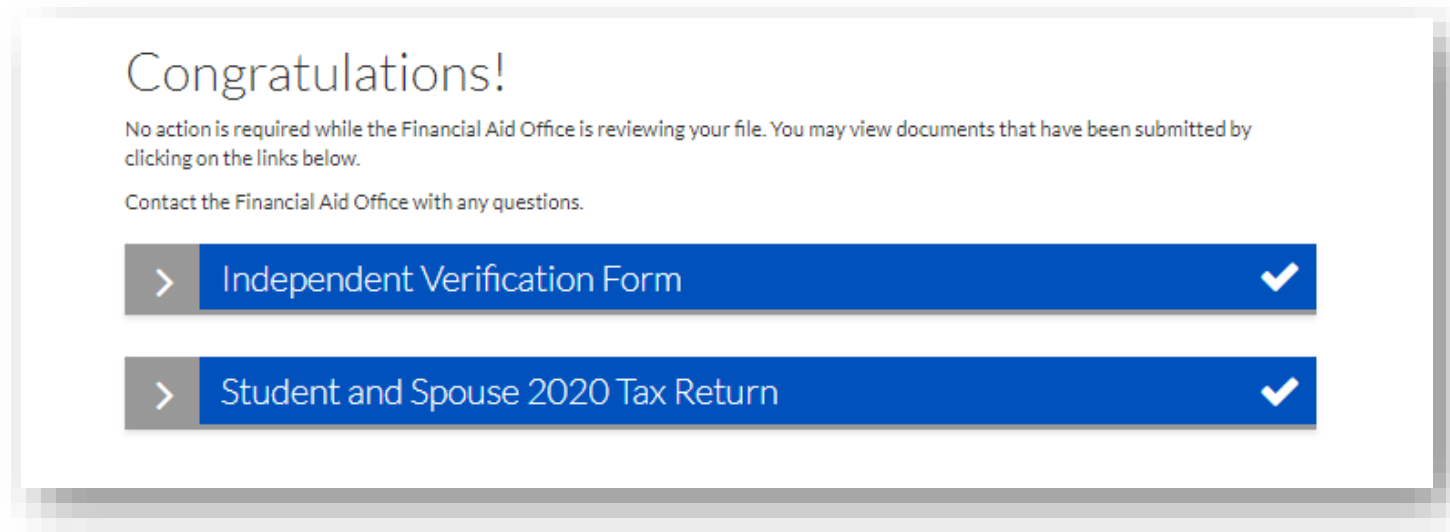


Step 8: After e-signing the form, you will be shown a **success** page. After clicking the "Ok" button you will be directed back to your **tasks**



Completing a V1 Independent Verification Worksheet

Step 9: 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.



You're all set. Please allow the Financial Aid Office few weeks of processing time.