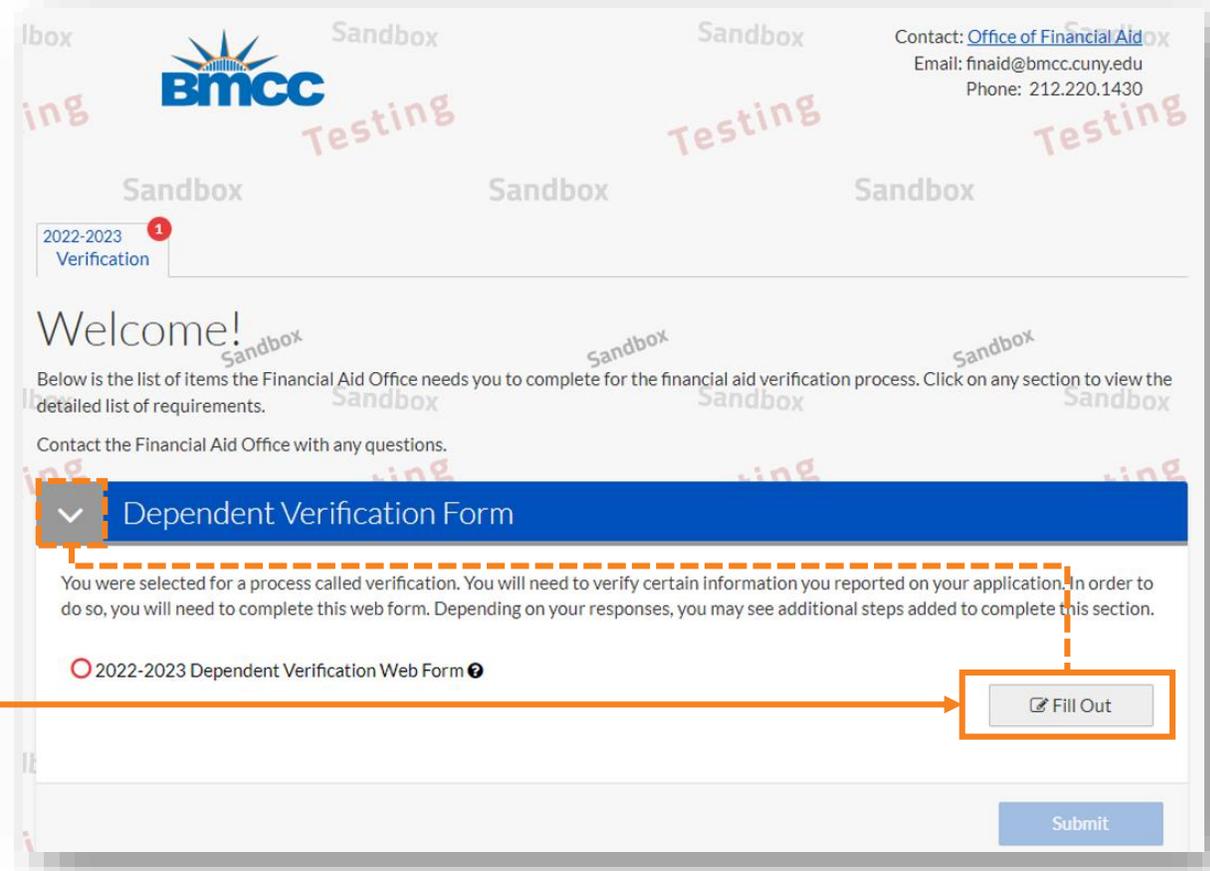


INSTRUCTIONS ON HOW TO COMPLETE A V1 DEPENDENT VERIFICATION WORKSHEET

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 Dependent Verification Worksheet

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



2022-2023 Verification

Welcome!

Below is the list of items the Financial Aid Office needs you to complete for the financial aid verification process. Click on any section to view the detailed list of requirements.

Contact the Financial Aid Office with any questions.

Dependent Verification Form

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 complete this section.

2022-2023 Dependent Verification Web Form

Fill Out

Submit

Completing a V1 Dependent 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 parent/s (including parent/s). Also, complete information such as Age, Relationship to you and College (if attending).

Household Information

List below the people in the parent(s)' household. Include:

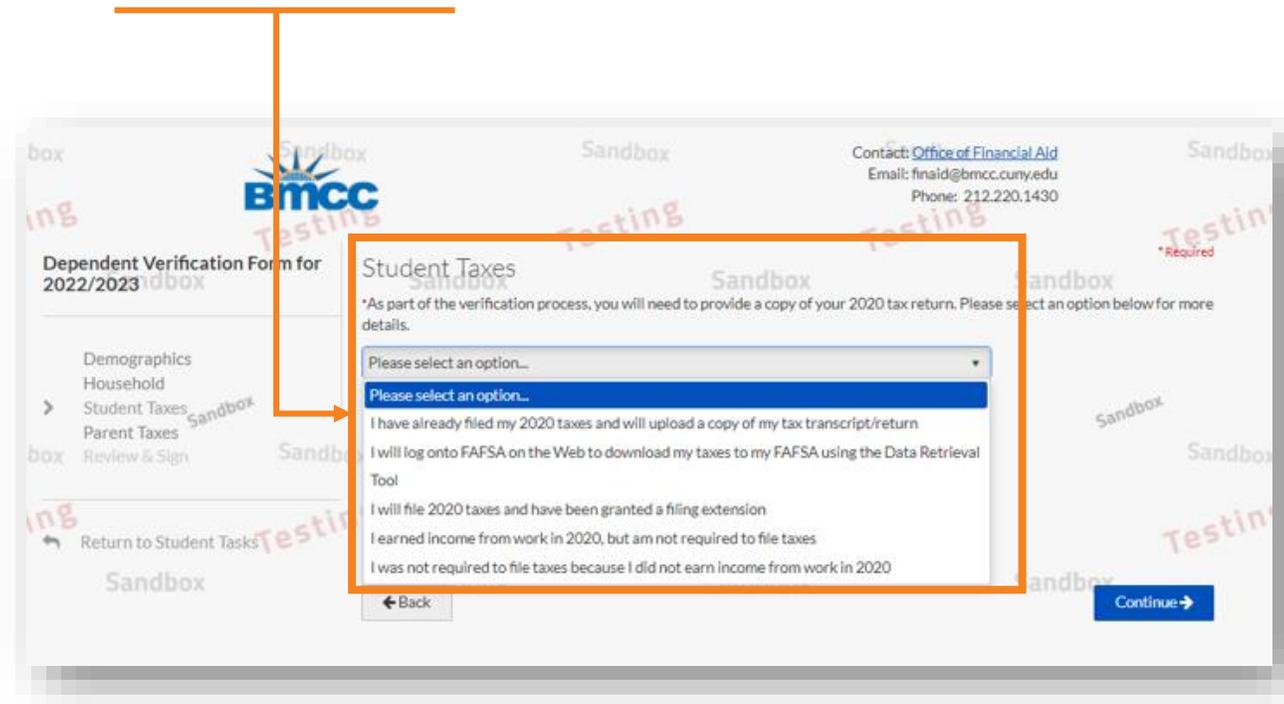
1. You, the student.
2. Your parent(s) - for FAFSA purposes - (including a stepparent) even if the student doesn't live with the parents.
 - If you need help knowing what parent(s) to list below click [here](#).
 - If your parent(s) are unmarried/divorced/separated and do not live together, list just one parent (who you lived with the most).
 - If your parents are married or remarried, list the parent who you lived with the most and his/her spouse.
 - If your parents are unmarried and living together, list both parents.
3. The parents' other children if one of the following is true, regardless of where the child lives.
 - The parents will provide more than half of the children's support from July 1, 2022, through June 30, 2023, or
 - If the other children would be required to provide parental information if they were completing a FAFSA for 2022-2023.
4. Other people if they are supported (more than 50%) by and living with the parents and the parents will continue to provide more than half of their support through June 30, 2023.
5. Include the full name of the college for any household member, excluding the parents, who is, or 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.

First Name	Last Name	Relationship	Age	College/Inst...	At Least Half Time	Supported More Than 50%
Cabe	TESTINGDV4	self	18	Kingsborough Community College	<input checked="" type="checkbox"/>	

Add Person

Completing a V1 Dependent Verification Worksheet

Step 4: Select your correct **tax filing status** from the dropdown menu, then click continue



The screenshot shows the 'Student Taxes' section of the 'Dependent Verification Form for 2022/2023'. A dropdown menu is open, displaying several options for tax filing status. The options are:

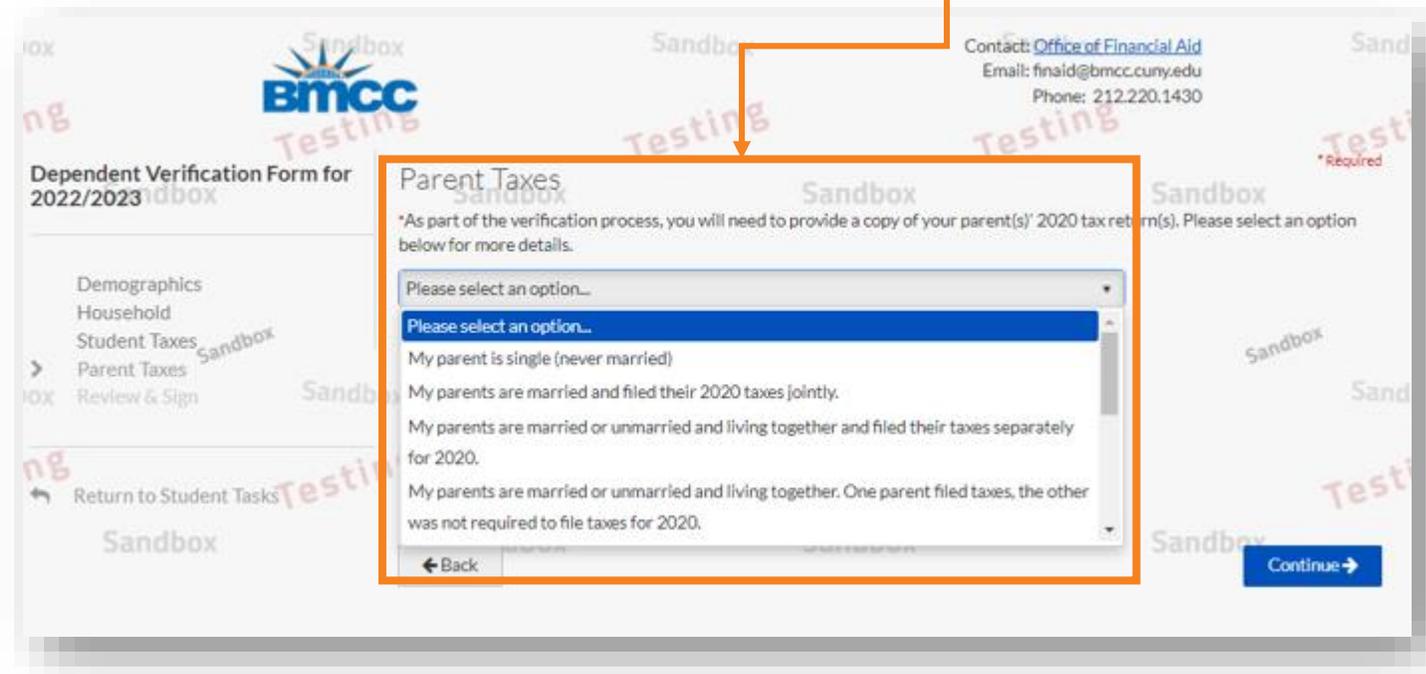
- Please select an option...
- I have already filed my 2020 taxes and will upload a copy of my tax transcript/return
- I will log onto FAFSA on the Web to download my taxes to my FAFSA using the Data Retrieval Tool
- I will file 2020 taxes and have been granted a filing extension
- I earned income from work in 2020, but am not required to file taxes
- I was not required to file taxes because I did not earn income from work in 2020

The dropdown menu is highlighted with an orange border, and an orange arrow points to it from the text above. The 'Continue' button is visible at the bottom right of the form.

Please select the correct option, and confirm the correct filing status on your 2020 federal tax returns.

Completing a V1 Dependent Verification Worksheet

Step 5: Select your parent(s) appropriate **marital status**



Dependent Verification Form for 2022/2023

Demographics
Household
Student Taxes
Parent Taxes
Review & Sign

Return to Student Tasks

Contact: Office of Financial Aid
Email: finsid@bmcc.cuny.edu
Phone: 212.220.1430

Parent Taxes

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

Please select an option...

Please select an option...

My parent is single (never married)

My parents are married and filed their 2020 taxes jointly.

My parents are married or unmarried and living together and filed their taxes separately for 2020.

My parents are married or unmarried and living together. One parent filed taxes, the other was not required to file taxes for 2020.

Back Continue

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

Completing a V1 Dependent Verification Worksheet

Step 6: Select your parent(s) appropriate tax filing status



The screenshot shows the 'Parent Taxes' section of the 'Dependent Verification Form for 2022/2023'. The page includes the BMCC logo, contact information for the Office of Financial Aid (Email: finaid@bmcc.cuny.edu, Phone: 212.220.1430), and a sidebar with navigation options: Demographics, Household, Student Taxes, Parent Taxes, and Review & Sign. The main content area is titled 'Parent Taxes' and contains a note: '*As part of the verification process, you will need to provide a copy of your parent(s)' 2020 tax return(s). Please select an option below for more details.' Below this note is a dropdown menu with the following options: 'My parent is single (never married)', 'Please select an option...', 'Please select an option...', 'My parent filed 2020 taxes and will upload their tax transcript/return.', 'My parent will use the IRS Data Retrieval Tool to transfer their 2020 tax information into my FAFSA.', 'My parent is required to file 2020 taxes but has been granted a tax filing extension.', 'My parent had income earned from work in 2020, but was not required to file taxes.', and 'My parent did not have income earned from work in 2020 and was not required to file taxes.' A 'Continue' button is located at the bottom right of the form.

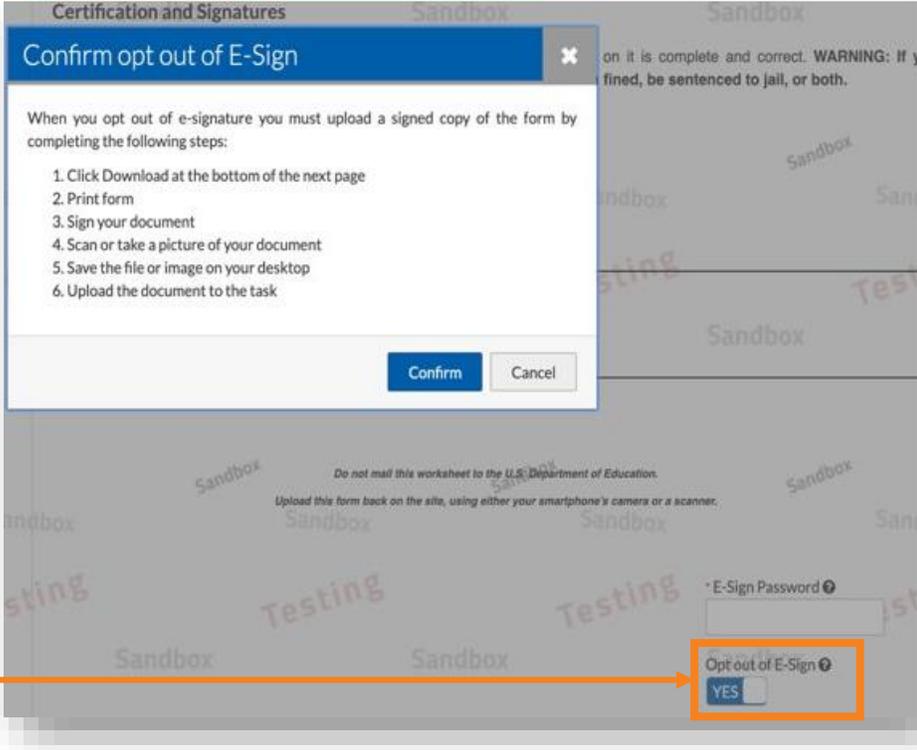
Please select the correct option, and confirm the correct filing status on your parent(s) 2020 federal tax returns.

Note: If your parent(s) utilized the [IRS DRT tool](#), you will not see these set of questions.

Completing a V1 Dependent Verification Worksheet

If you choose to opt-out of the e-signature process you must select *Yes* under the Opt out of E-sign. Also, Parent(s) **without a Social Security Number** will not be able to electronically 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



The image shows a screenshot of a web application interface. A dialog box titled "Confirm opt out of E-Sign" is open, displaying the following instructions:

When you opt out of e-signature you must upload a signed copy of the form by completing the following steps:

1. Click Download at the bottom of the next page
2. Print form
3. Sign your document
4. Scan or take a picture of your document
5. Save the file or image on your desktop
6. Upload the document to the task

At the bottom of the dialog box are "Confirm" and "Cancel" buttons. In the background, a form field labeled "Opt out of E-Sign" is visible, with a "YES" button selected. An orange line connects the "Yes" in the list to the "YES" button in the form field.

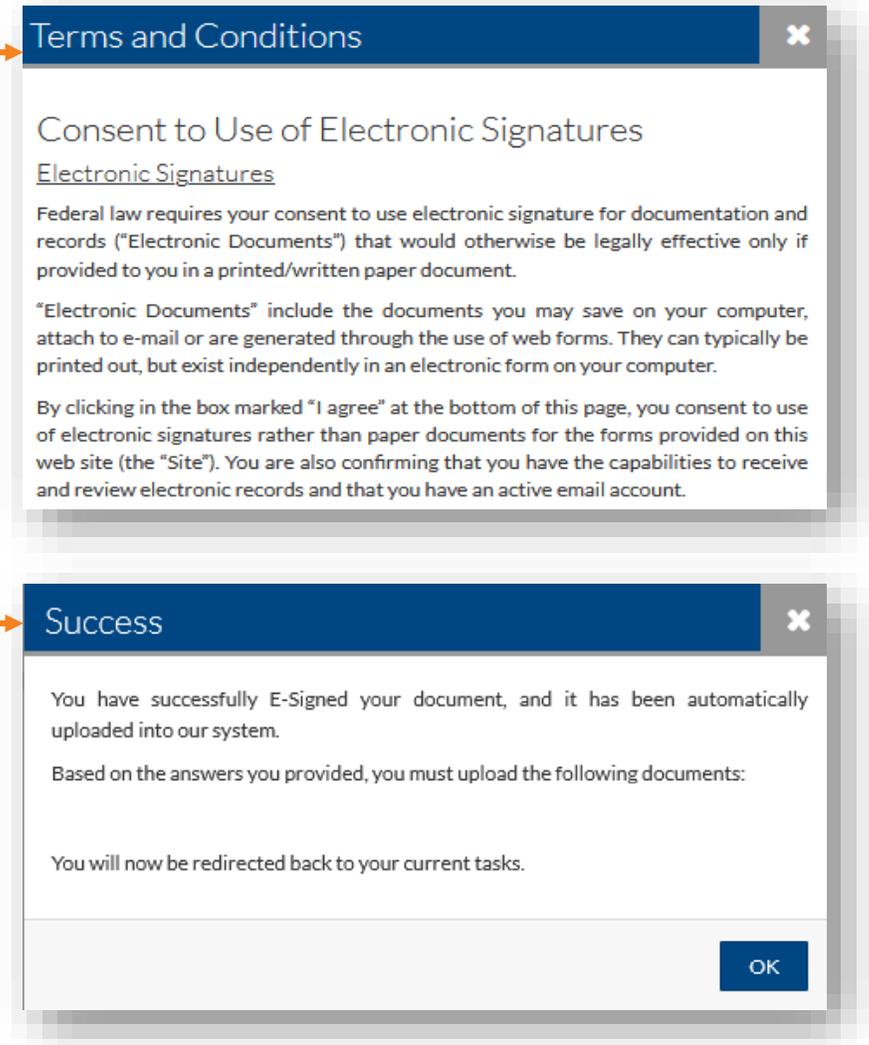
Note: You may disregard the remaining instructions, as you are done with the steps.

Completing a V1 Dependent Verification Worksheet

Step 8: As part of the e-signature process, you must accept the Terms & Conditions of the Electronic Signature

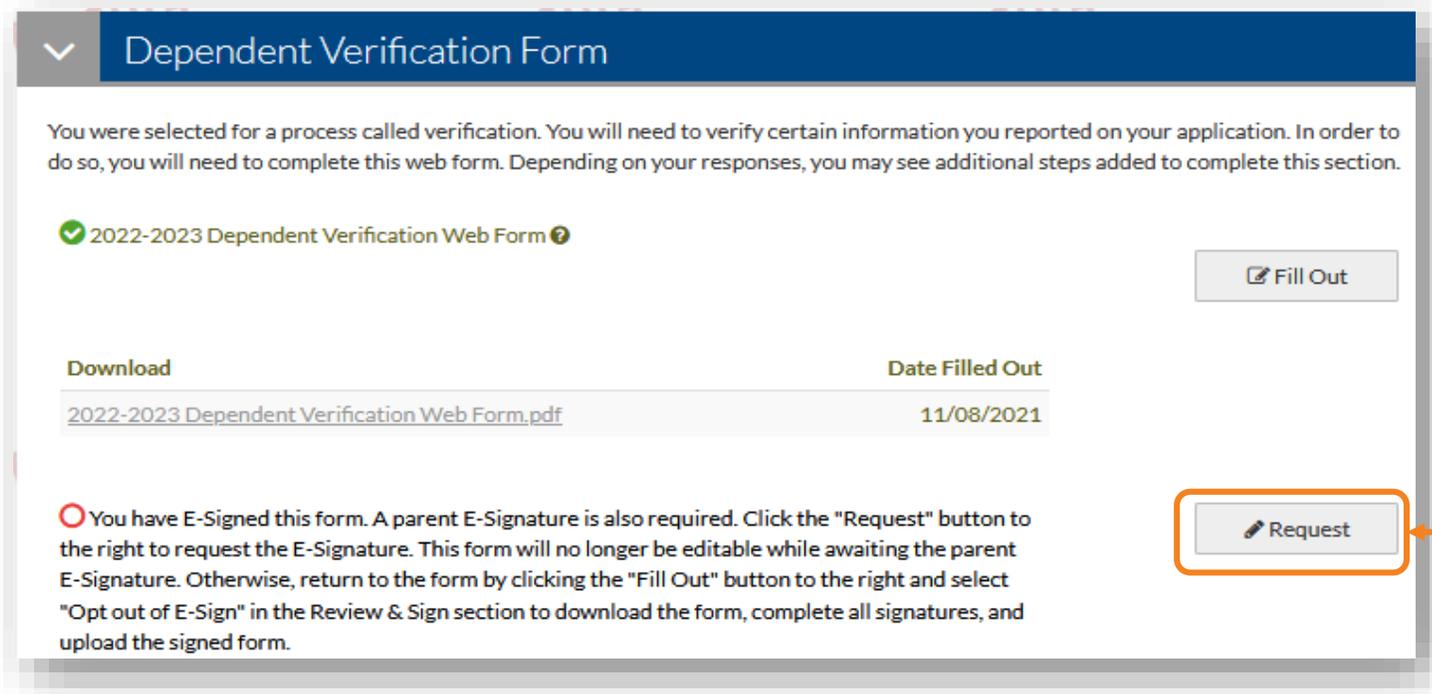
Step 9: After e-signing the form, you will be shown a success page. After clicking the “Ok” button you will be directed back to your tasks

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.



Completing a V1 Dependent Verification Worksheet

Step 10: If you did not opt out of the e-signature please navigate back to your CUNY Student Forms dashboard and click the request button to send the e-signature request to your parent



Dependent Verification Form

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 complete this section.

✔ 2022-2023 Dependent Verification Web Form ⓘ

Fill Out

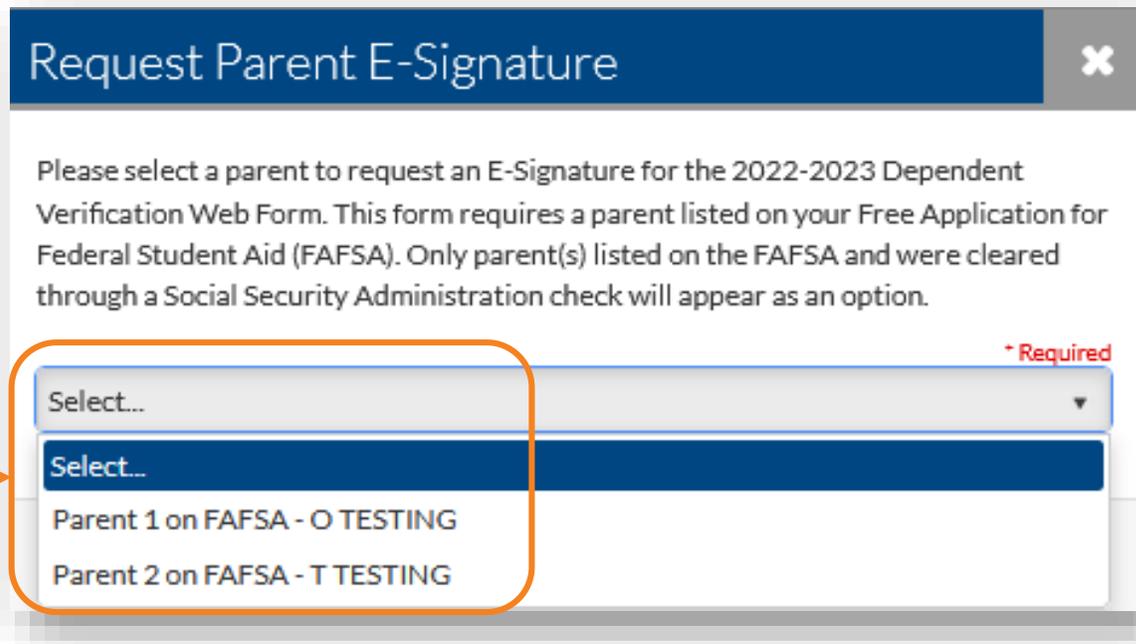
Download	Date Filled Out
2022-2023 Dependent Verification Web Form.pdf	11/08/2021

○ You have E-Signed this form. A parent E-Signature is also required. Click the "Request" button to the right to request the E-Signature. This form will no longer be editable while awaiting the parent E-Signature. Otherwise, return to the form by clicking the "Fill Out" button to the right and select "Opt out of E-Sign" in the Review & Sign section to download the form, complete all signatures, and upload the signed form.

Request

Completing a V1 Dependent Verification Worksheet

Step 11: You must select which parent will be e-signing the verification worksheet. Then, input an e-mail address for your parent and click Send Request. Your parent will receive an email with instructions on how to e-sign the form.

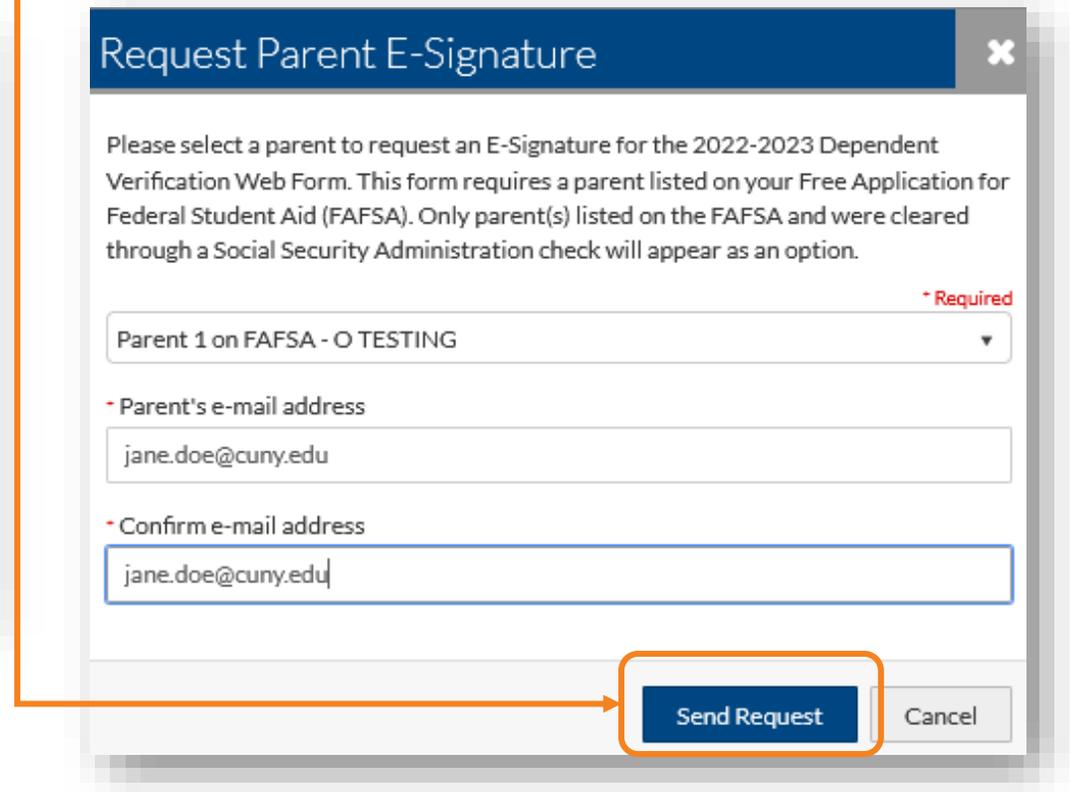


Request Parent E-Signature [Close]

Please select a parent to request an E-Signature for the 2022-2023 Dependent Verification Web Form. This form requires a parent listed on your Free Application for Federal Student Aid (FAFSA). Only parent(s) listed on the FAFSA and were cleared through a Social Security Administration check will appear as an option.

Select... ^{* Required}

- Select...
- Parent 1 on FAFSA - O TESTING
- Parent 2 on FAFSA - T TESTING



Request Parent E-Signature [Close]

Please select a parent to request an E-Signature for the 2022-2023 Dependent Verification Web Form. This form requires a parent listed on your Free Application for Federal Student Aid (FAFSA). Only parent(s) listed on the FAFSA and were cleared through a Social Security Administration check will appear as an option.

Parent 1 on FAFSA - O TESTING ^{* Required}

^{* Required} Parent's e-mail address
jane.doe@cuny.edu

^{* Required} Confirm e-mail address
jane.doe@cuny.edu

Send Request Cancel

Completing a V1 Dependent Verification Worksheet



Your parent will receive an email with a secure link to access the web form. Email will be sent from * no-reply-verifymyFAFSA@cuny.edu .

Your verification submission is incomplete, until parent creates their own account, completes their portion of the form by signing and submitting as well.

* This email address does not accept replies.