



Completing the V1 Dependent Verification Worksheet in ProEd

- Access your Student Center on CUNYfirst then select “Tasks and Holds” tile to view your To Do List.
- Select the Verify My FAFSA item in your To Do List for your college of enrollment, then click the link to access the CUNY Financial Aid **ProVerifier + Portal** using your CUNYfirst credentials.

Task Details

Verify My FAFSA

Institution Borough of Manhattan CC

Aid Year Financial Aid Year 2026-2027

Due Date 01/28/2026

Contact Name Borough of Manhattan Community College

Department Panther Station - S225

Phone 212/220-1430

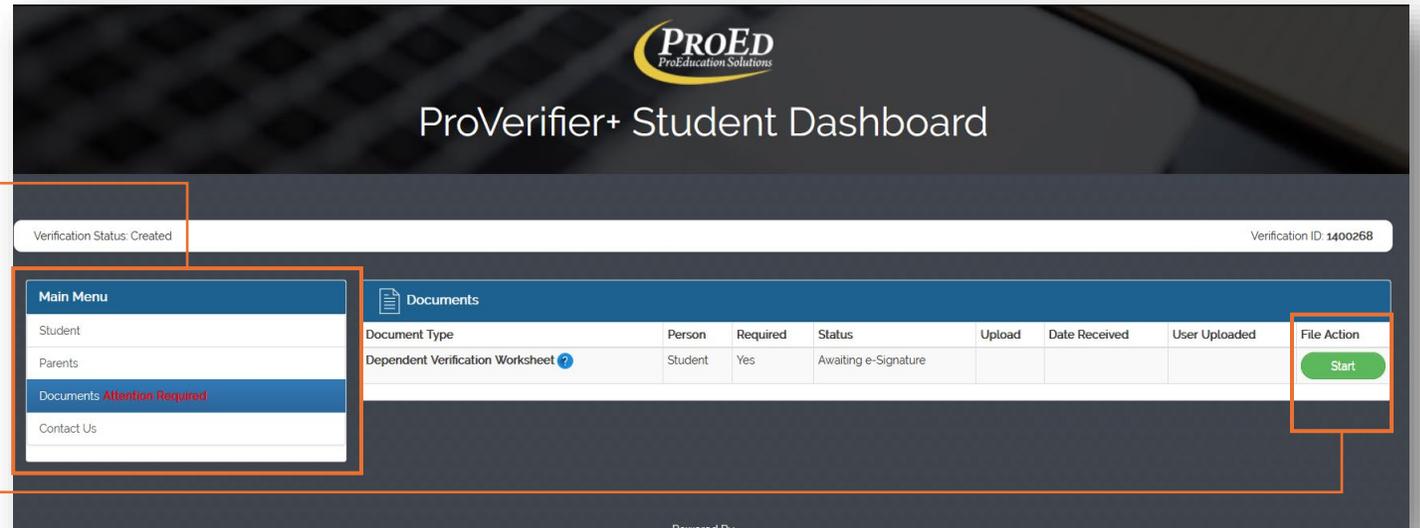
finaid@bmcc.cuny.edu
[Click Here for ProVerifier+](#)

The results of your FAFSA have been received by the college and before your federal aid eligibility can be confirmed, you must resolve outstanding FAFSA task(s). Access your Student Center on CUNYfirst then select “Tasks and Holds” tile to view your “To Do List”. Select the Verify My FAFSA “To Do List” item for your college of enrollment and click the link to access the CUNY Financial Aid ProVerifier+ Portal.

Use your CUNYfirst Login and password to access ProVerifier+, a secure student financial aid portal which enables students to complete FAFSA task(s) from their smart phone, tablet or computer. You will receive an email from no-reply-verifymyFAFSA@cuny.edu, with additional information and next steps.

From the main menu, select **Documents** to access the worksheet and other assigned tasks.

Select the **Start** button to begin the web form.



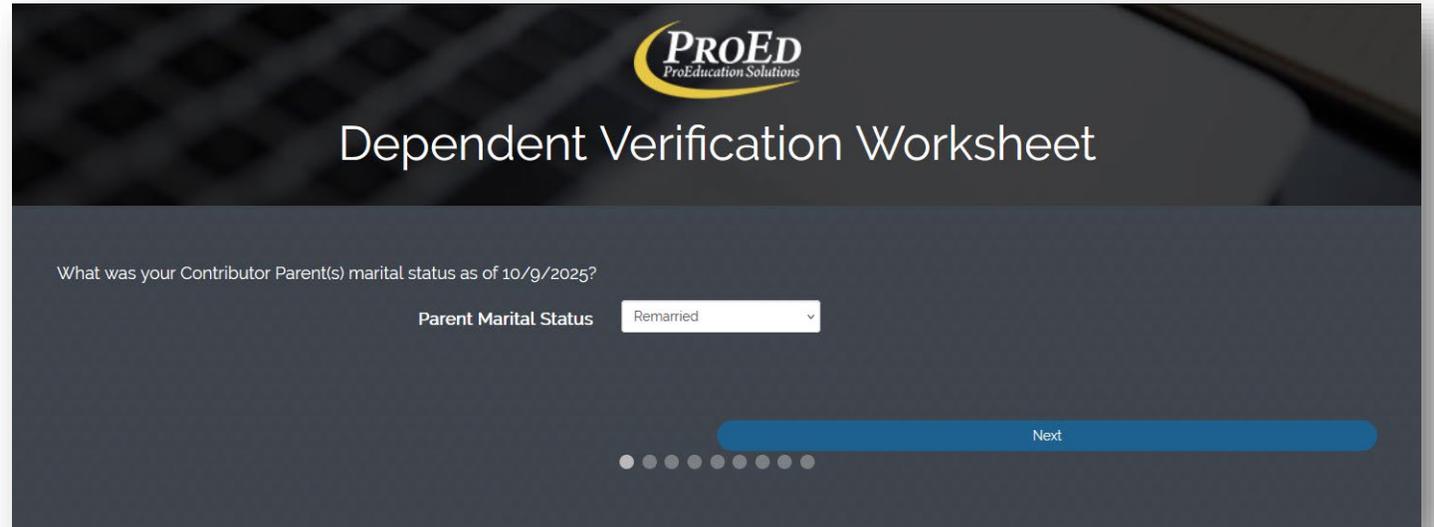
The screenshot shows the ProVerifier+ Student Dashboard. At the top right is the PROED logo. Below it, the title "ProVerifier+ Student Dashboard" is displayed. A white bar at the top contains "Verification Status: Created" on the left and "Verification ID: 1400268" on the right. A blue navigation bar contains a "Main Menu" dropdown and a "Documents" section. The "Main Menu" dropdown is open, showing options: "Student", "Parents", "Documents: Attention Required" (highlighted in blue), and "Contact Us". The "Documents" section contains a table with the following data:

Document Type	Person	Required	Status	Upload	Date Received	User Uploaded	File Action
Dependent Verification Worksheet ?	Student	Yes	Awaiting e-Signature				Start

At the bottom of the dashboard, it says "Powered By".

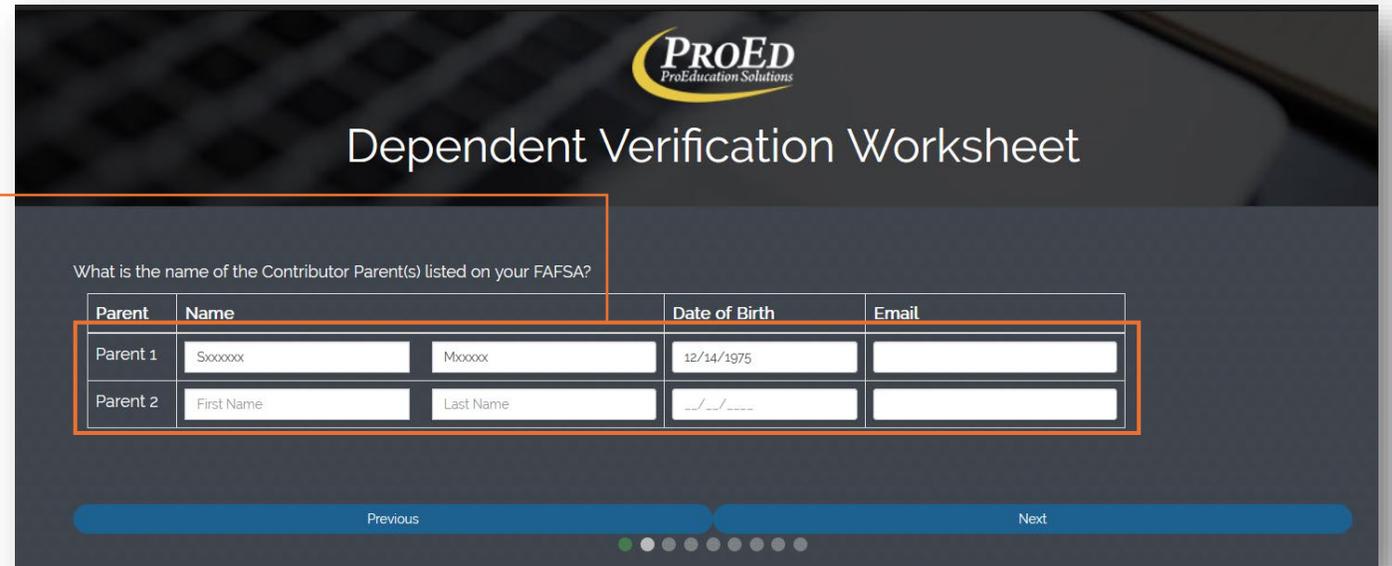
How to complete the worksheet?

Select the contributor's **marital status** as of the date the FAFSA was completed from the drop-down menu, then click next.

A screenshot of the PROED Dependent Verification Worksheet form. The form is dark-themed with white text. At the top right is the PROED logo. The title "Dependent Verification Worksheet" is centered. Below the title is the question "What was your Contributor Parent(s) marital status as of 10/9/2025?". There is a label "Parent Marital Status" and a white dropdown menu with "Remarried" selected. At the bottom right is a blue "Next" button. A progress indicator at the bottom consists of a row of ten dots, with the first dot highlighted in blue.

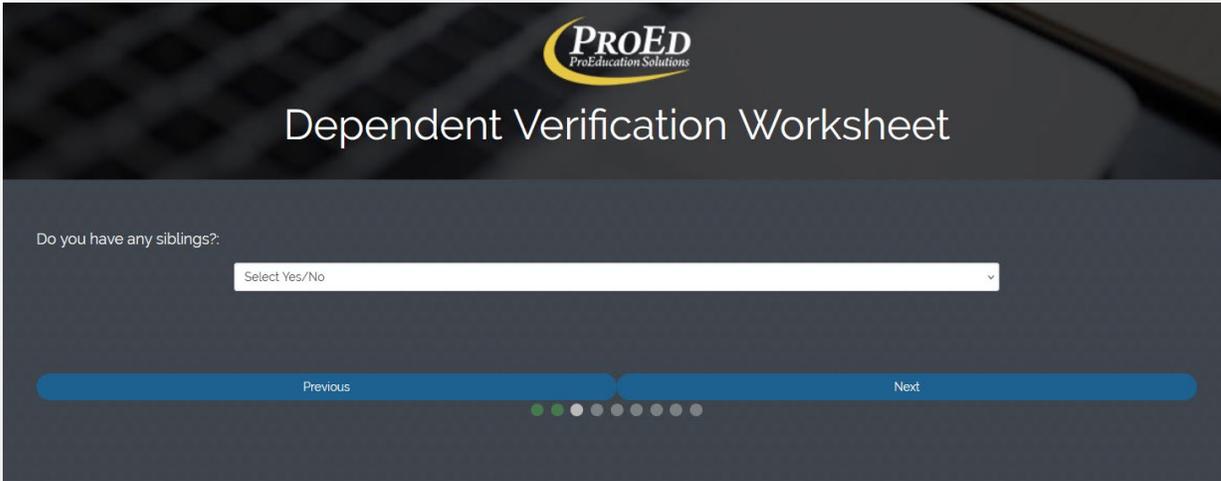
How to complete the worksheet?

Enter the **contributor's** demographic information, including their email address, then click next.



The screenshot shows the PROED Dependent Verification Worksheet. The title is "Dependent Verification Worksheet". Below the title is the question: "What is the name of the Contributor Parent(s) listed on your FAFSA?". There is a table with four columns: Parent, Name, Date of Birth, and Email. The table has two rows: Parent 1 and Parent 2. The Parent 1 row has input fields for Name (split into Sxxxxx and Mxxxx), Date of Birth (12/14/1975), and Email. The Parent 2 row has input fields for First Name, Last Name, Date of Birth (split into / / and ---), and Email. Below the table are "Previous" and "Next" buttons. At the bottom, there is a progress indicator with seven dots, the first of which is green.

Parent	Name	Date of Birth	Email
Parent 1	Sxxxxx Mxxxx	12/14/1975	
Parent 2	First Name Last Name	/ / ---	



Select Yes if you have other siblings in the family whom your contributors support. If not, select No, then click next.

Next, enter your siblings' information. Click **“Add Family Member”** to include anyone else your contributor's financially support.

Siblings Supported by Your Parent(s)

Who to Report:

- Any sibling who lives in your parents household and is financially supported by your parent(s).
- Any sibling who lives on campus at a college/university but is supported financially by your parent(s).

A sibling is considered financially dependent on your parent if your parent provides more than half of their financial support from July 1, 2026 through June 30, 2027.

Click 'Add Family Member' to report the names of the siblings in your parent(s) household.

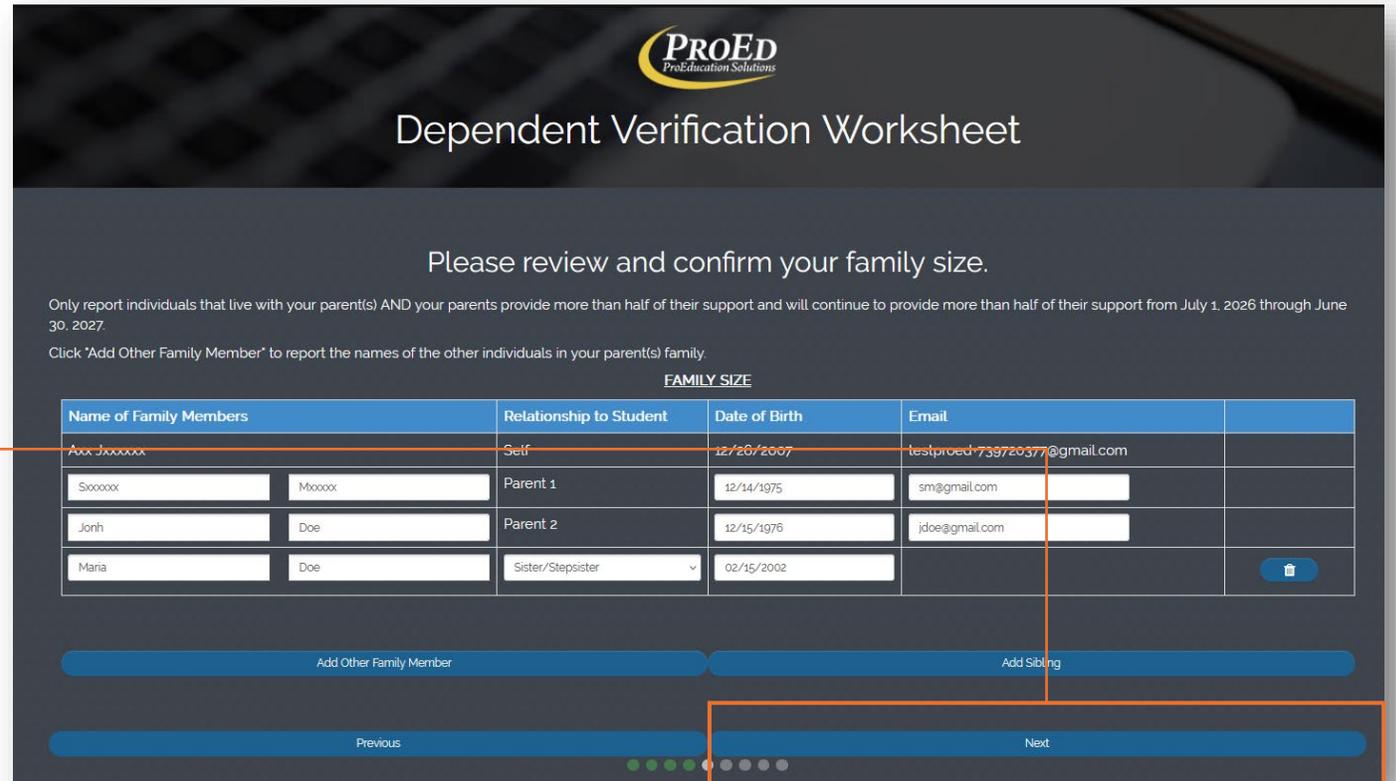
FAMILY SIZE

Name of Family Members (include self)		Relationship to Student	Date of Birth	Email
Axx Jxxxxx		Self	12/26/2007	testproed+739720377@gmail.com
<input type="text" value="Sxxxxx"/>	<input type="text" value="Mxxxxx"/>	Parent 1	<input type="text" value="12/14/1975"/>	<input type="text" value="test@bmcc.stu.edu"/>
<input type="text" value="Jonh"/>	<input type="text" value="Doe"/>	Parent 2	<input type="text" value="12/13/1976"/>	<input type="text" value="test1@bmcc.stu.edu"/>

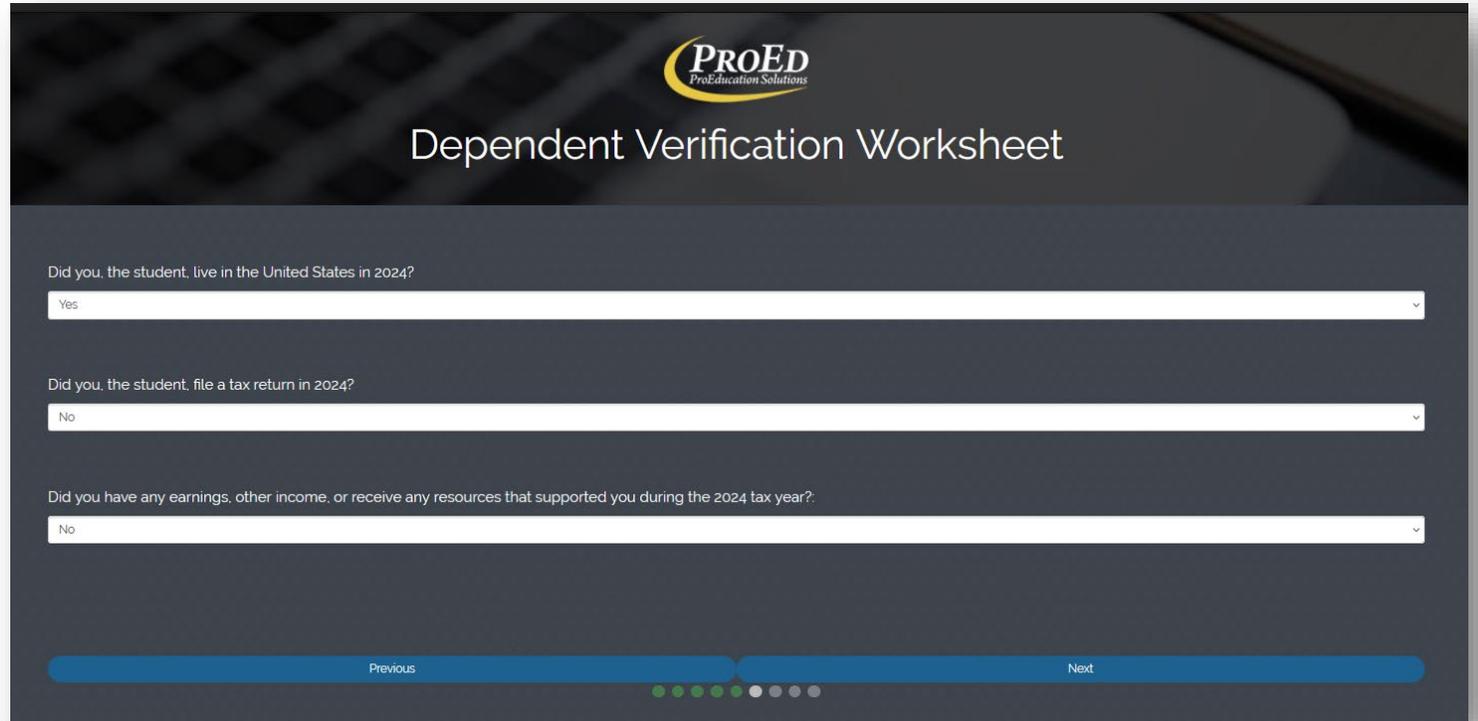
Add Family Member

Previous Next

Once all family member are added, review the information for accuracy. Add any additional siblings or family members if needed, then click **next**.



Answer the following questions as applicable. If you filed taxes or earned income in 2024, you may need to provide a copy of your tax return or W2 forms, then click next.



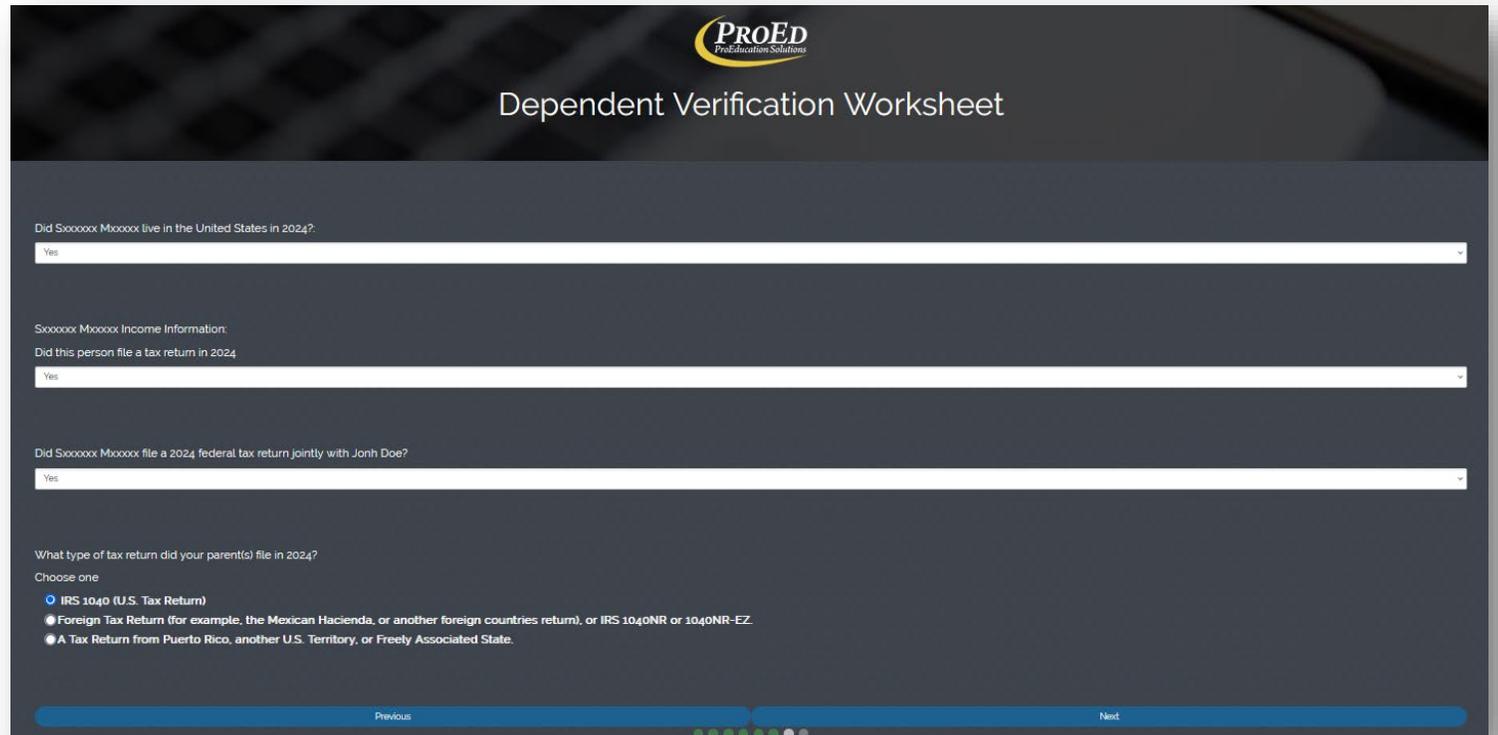
The screenshot shows a web form titled "Dependent Verification Worksheet" with the PROED logo in the top right. The form contains three questions, each with a dropdown menu:

- Question 1: "Did you, the student, live in the United States in 2024?" with a dropdown menu showing "Yes".
- Question 2: "Did you, the student, file a tax return in 2024?" with a dropdown menu showing "No".
- Question 3: "Did you have any earnings, other income, or receive any resources that supported you during the 2024 tax year?" with a dropdown menu showing "No".

At the bottom of the form, there are "Previous" and "Next" buttons, and a progress indicator consisting of seven dots, with the first three being green and the remaining four being grey.

Tip: Always use the IRS data transfer feature on your FAFSA. This can save you from submitting tax documents to the financial aid office, since your information is verified automatically.

The following questions pertain to your parents' information. Answer each question carefully and select the appropriate response, then click next.



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Dependent Verification Worksheet

Did Sxxxxx Mxxxx live in the United States in 2024?

Yes

Sxxxxx Mxxxx Income Information:

Did this person file a tax return in 2024?

Yes

Did Sxxxxx Mxxxx file a 2024 federal tax return jointly with Jonh Doe?

Yes

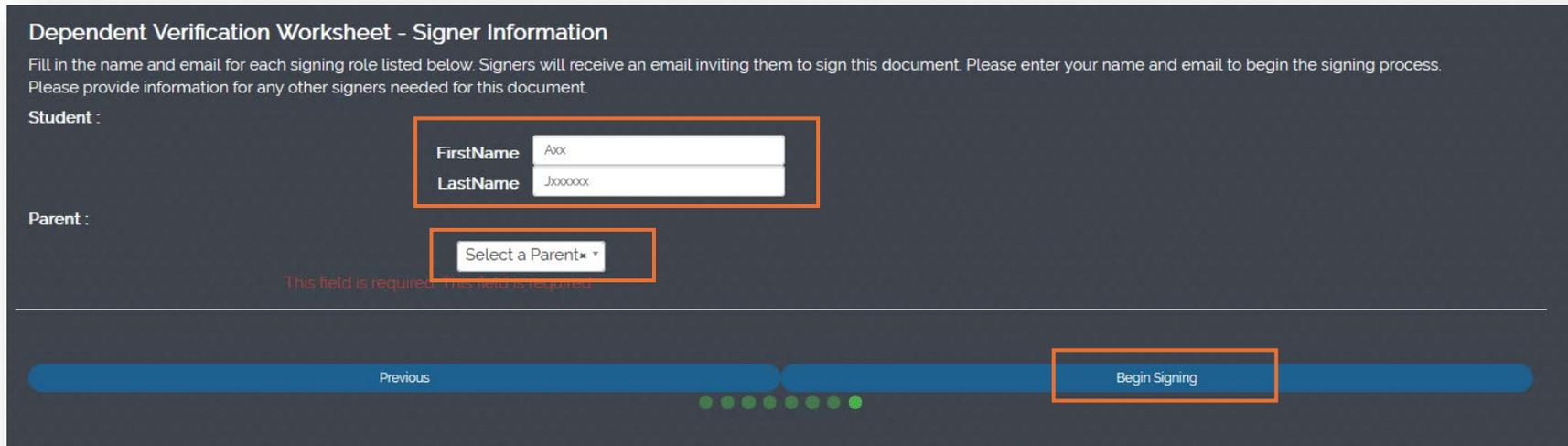
What type of tax return did your parent(s) file in 2024?

Choose one

- IRS 1040 (U.S. Tax Return)
- Foreign Tax Return (for example, the Mexican Hacienda, or another foreign countries return), or IRS 1040NR or 1040NR-EZ.
- A Tax Return from Puerto Rico, another U.S. Territory, or Freely Associated State.

Previous Next

Confirm that you have completed the verification worksheet correctly. Click the preview button to review and edit your answers if needed. Once everything is filled out correctly, scroll to the bottom of the page to begin the electronic signature process.



Dependent Verification Worksheet - Signer Information

Fill in the name and email for each signing role listed below. Signers will receive an email inviting them to sign this document. Please enter your name and email to begin the signing process. Please provide information for any other signers needed for this document.

Student :

FirstName:

LastName:

Parent :

This field is required. This field is required.

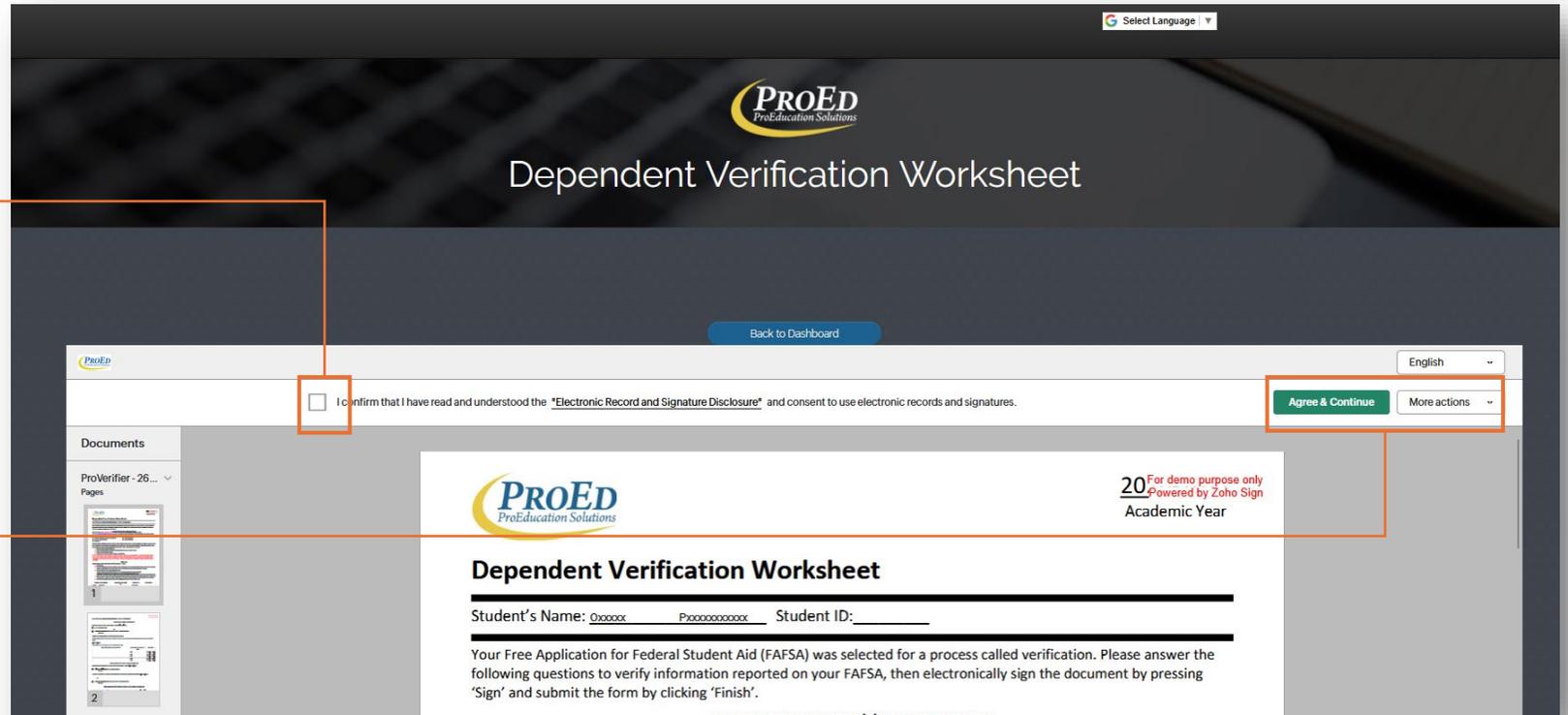
Previous

Enter your first and last name, select the parent you want to send the invitation to for electronic signature, and then click the **Begin Signing** button.

Important: Once you proceed to the next page, you cannot go back to edit the information. Make sure that the form is completed and correct before clicking **Begin Signing**.

Check the box after you have read the Electronic and Signature Disclosure.

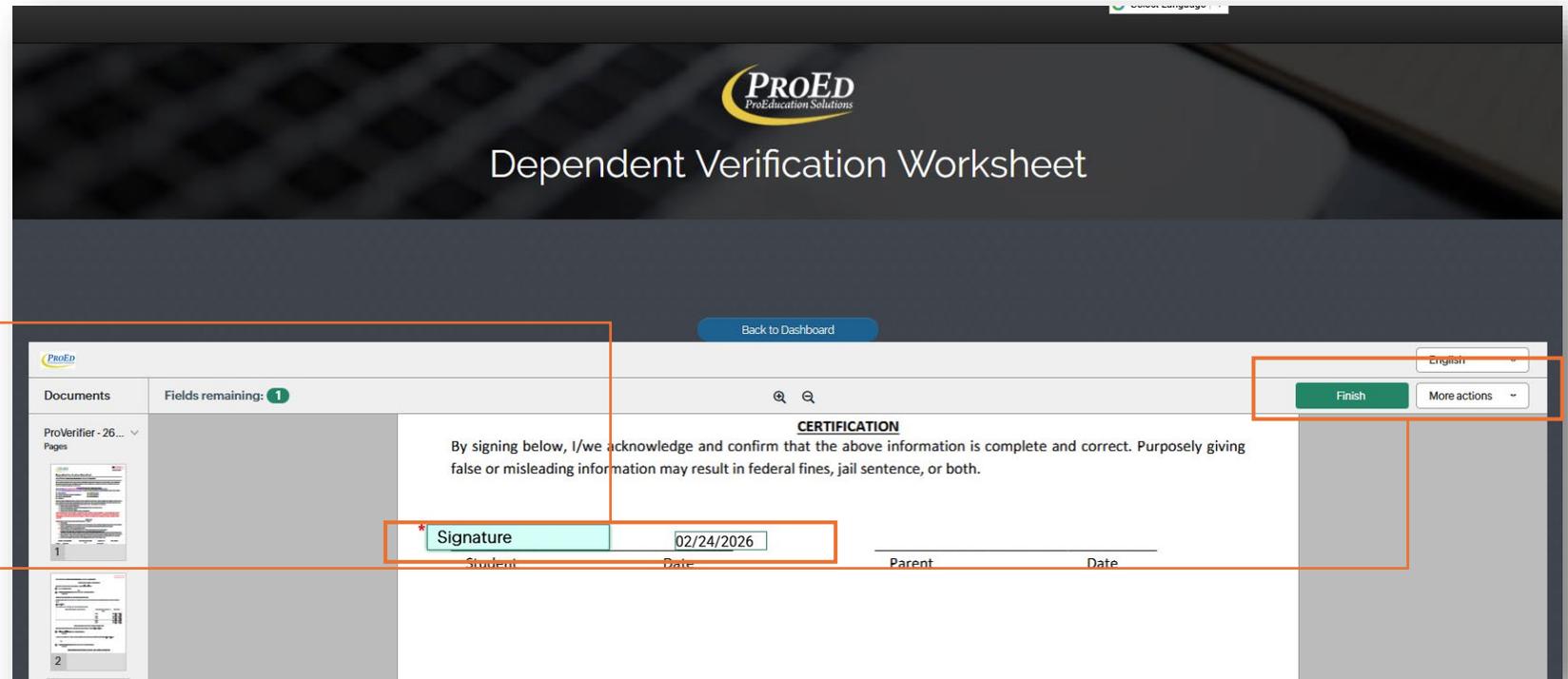
Then, click on Agree and Consent.



The screenshot shows the PROED Dependent Verification Worksheet interface. At the top right, there is a "Select Language" dropdown menu. The main header features the PROED logo and the title "Dependent Verification Worksheet". Below the header is a "Back to Dashboard" button. The main content area includes a confirmation checkbox with the text: "I confirm that I have read and understood the 'Electronic Record and Signature Disclosure', and consent to use electronic records and signatures." This checkbox is highlighted with an orange box. To the right of the checkbox is a green "Agree & Continue" button, also highlighted with an orange box, and a "More actions" dropdown menu. On the left side, there is a "Documents" sidebar showing a document titled "ProVerifier - 26..." with two pages. The main content area also displays the PROED logo, a "20 For demo purpose only Powered by Zoho Sign Academic Year" notice, and the title "Dependent Verification Worksheet". Below the title are fields for "Student's Name" and "Student ID". A paragraph of text explains the verification process: "Your Free Application for Federal Student Aid (FAFSA) was selected for a process called verification. Please answer the following questions to verify information reported on your FAFSA, then electronically sign the document by pressing 'Sign' and submit the form by clicking 'Finish'." The bottom of the page shows the start of a section titled "CONTRIBUTOR PARENT/GUARDIAN STATUS".

Scroll to the bottom of the page to begin your **electronic signature**.

Then, click the **Finish** button.



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Dependent Verification Worksheet

Back to Dashboard

English

Documents Fields remaining: 1

ProVerifier - 26... Pages

CERTIFICATION

By signing below, I/we acknowledge and confirm that the above information is complete and correct. Purposely giving false or misleading information may result in federal fines, jail sentence, or both.

* Signature 02/24/2026

Student Date Parent Date

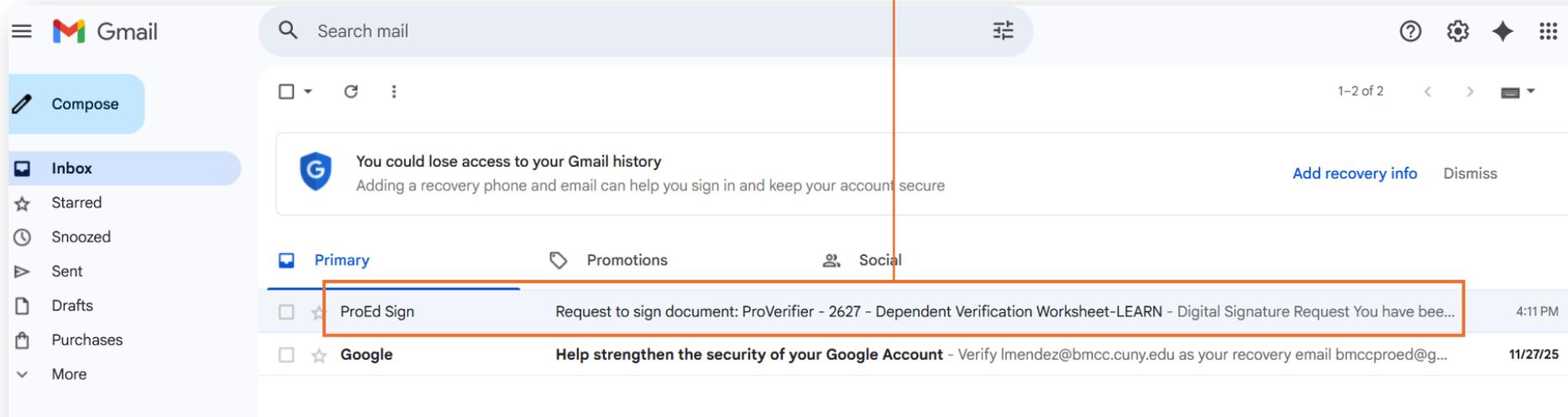
Finish More actions

Note: After you complete this process, the contributor you selected will receive an email to begin the electronic signature. This must be completed as soon as possible. Without the required e-signatures, the Financial Aid Office cannot begin the review process.

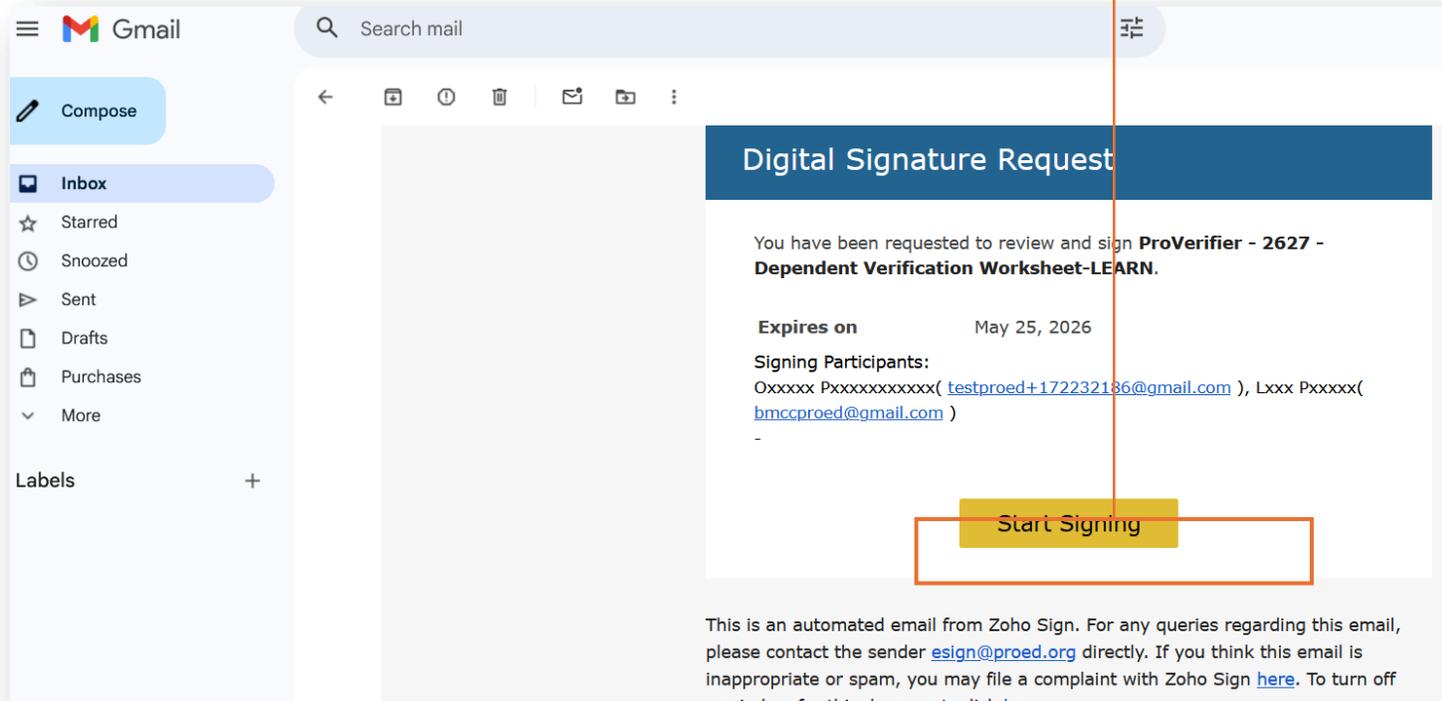


How the contributor you selected can finalize the
V1 Dependent Verification Worksheet

Have your contributor check their email and locate the message from **ProEd Sign**.

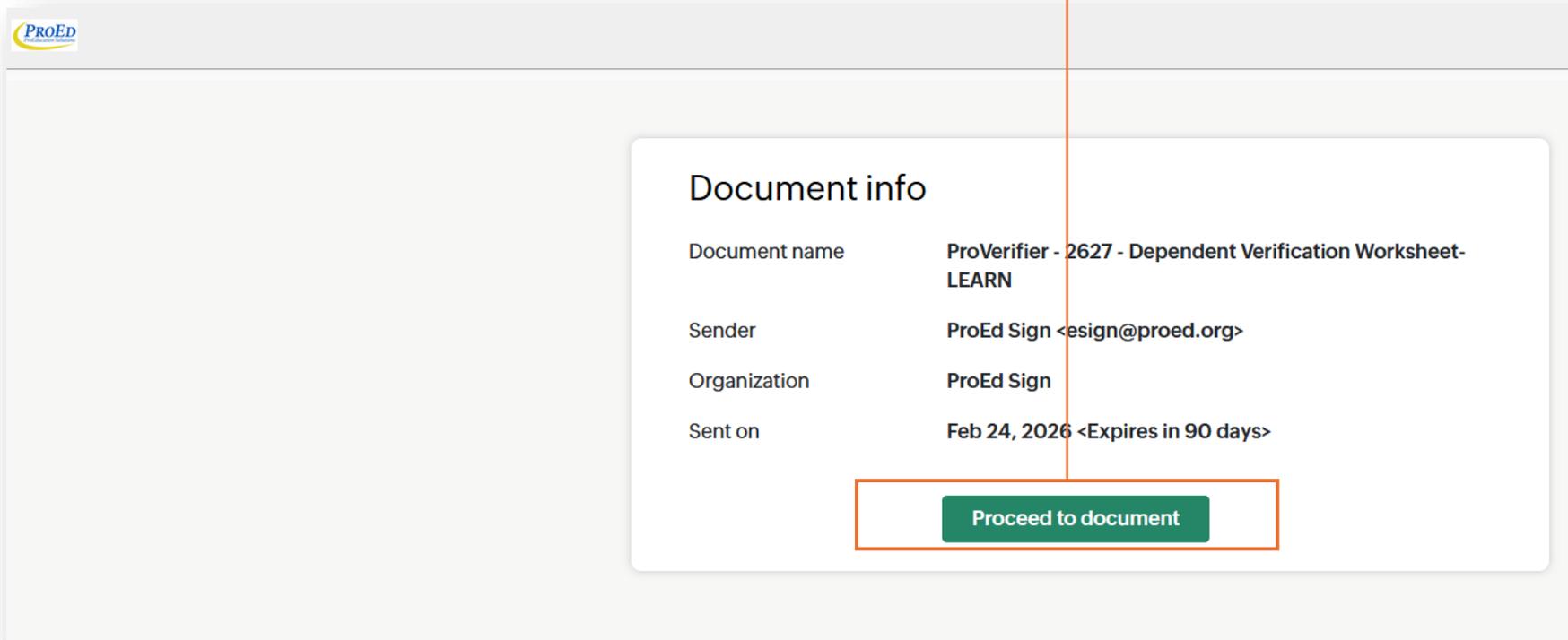


The contributor must click the **Start Signing** button to begin the form.



Note: The form must be submitted and signed as soon as possible. Once the contributor begins the process, it must be completed and signed by the stated deadline. If the form is not signed by the deadline, it may become invalid and the student may need to restart the entire process. If your contributor is attempting to complete the form after the deadline, please check with a Financial Aid representative at the Panther Station.

The contributor must click **Proceed to document**.

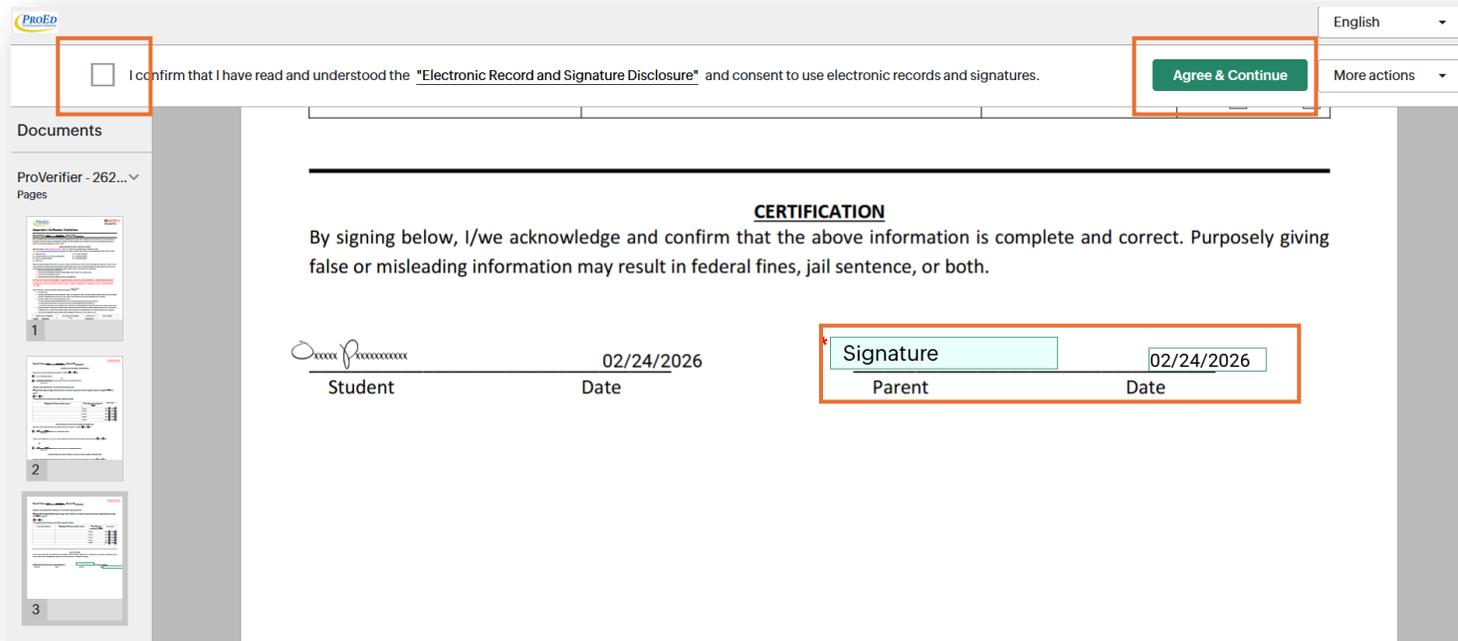


Document info

Document name	ProVerifier - 2627 - Dependent Verification Worksheet-LEARN
Sender	ProEd Sign <esign@proed.org>
Organization	ProEd Sign
Sent on	Feb 24, 2026 <Expires in 90 days>

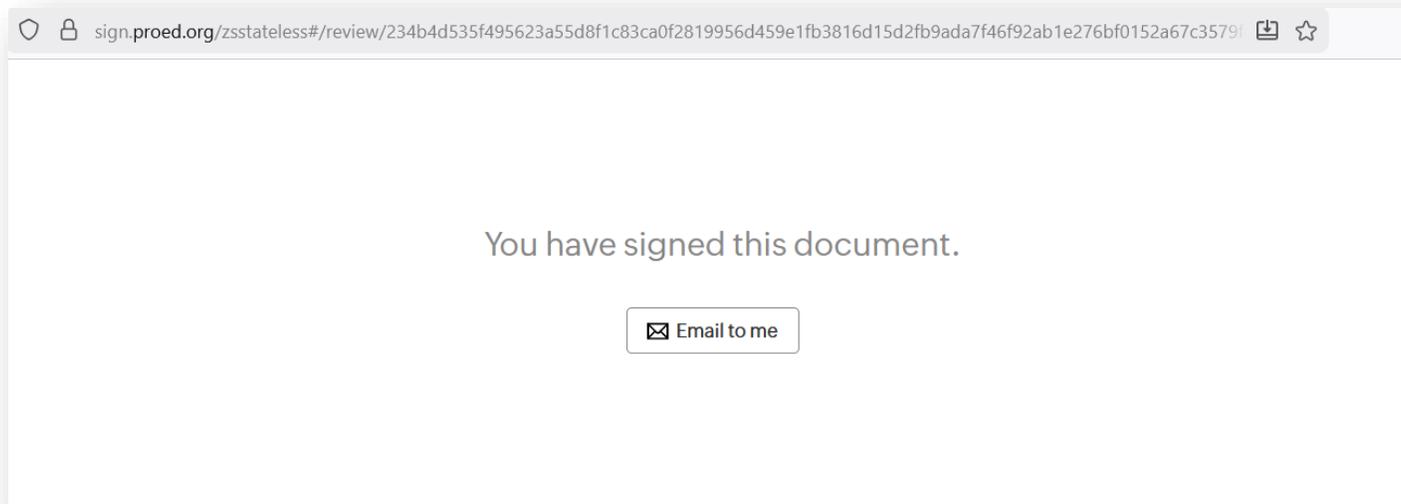
[Proceed to document](#)

The contributor must read the Electronic Record and Signature Disclosure, then **check the box**. Then, click **Agree and continue**.



The screenshot shows a web interface with a top navigation bar containing the PROED logo, a language dropdown set to "English", and a "More actions" dropdown. Below the navigation bar is a consent statement: "I confirm that I have read and understood the ["Electronic Record and Signature Disclosure"](#) and consent to use electronic records and signatures." A small square checkbox is highlighted with an orange box. To the right of the statement is a green button labeled "Agree & Continue", also highlighted with an orange box. Below the consent statement is a "Documents" sidebar on the left, showing a list of documents with page numbers 1, 2, and 3. The main content area is titled "CERTIFICATION" and contains the text: "By signing below, I/we acknowledge and confirm that the above information is complete and correct. Purposely giving false or misleading information may result in federal fines, jail sentence, or both." Below this text are two sets of signature and date fields. The first set is for the "Student" and shows a handwritten signature and the date "02/24/2026". The second set is for the "Parent" and shows a text input field for the "Signature" and a date input field containing "02/24/2026". Both the signature and date input fields for the parent are highlighted with an orange box.

After this step, scroll to the bottom of the form and click the **signature** to begin signing. Afterwards, click **Finish**.



You and your contributor have successfully signed the document. If other task are listed under your main menu in Documents, be sure to complete them all. The Financial Aid Office will not be able to begin the review process until all tasks are completed.