



Completing the V1 Independent 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

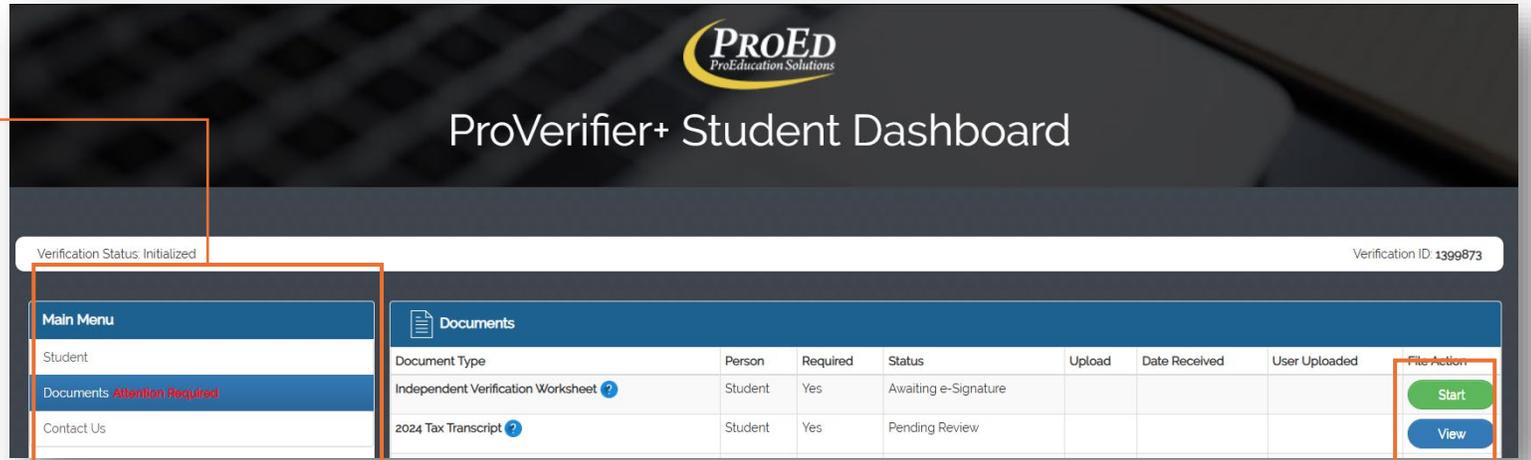
Phone 212/220-1430

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.



Verification Status: Initialized Verification ID: 1399873

Main Menu

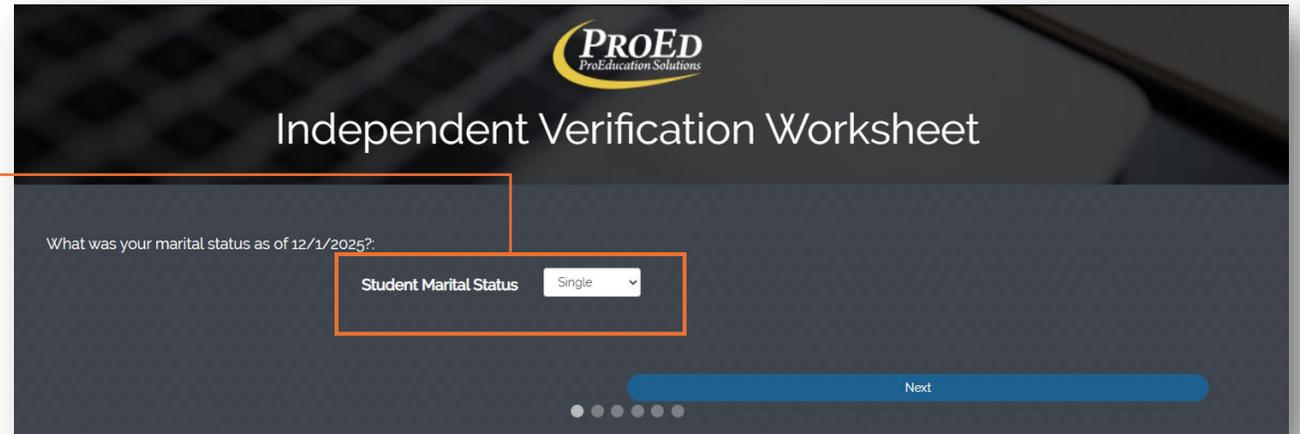
- Student
- Documents** Attention Required
- Contact Us

Documents

Document Type	Person	Required	Status	Upload	Date Received	User Uploaded	File Action
Independent Verification Worksheet ?	Student	Yes	Awaiting e-Signature				Start View
2024 Tax Transcript ?	Student	Yes	Pending Review				

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

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



The screenshot shows a dark-themed form titled "Independent Verification Worksheet" with the PROED logo in the top right. The main question is "What was your marital status as of 12/1/2025?". Below the question is a dropdown menu labeled "Student Marital Status" with "Single" selected. An orange box highlights the dropdown menu, and an orange line connects it to the text on the left. At the bottom right, there is a blue "Next" button and a progress indicator consisting of five dots, with the first dot filled.

Select Yes if you have **children** you support. If not, select No and click next.

If Yes, click the **Add Family Member** button to add your children.

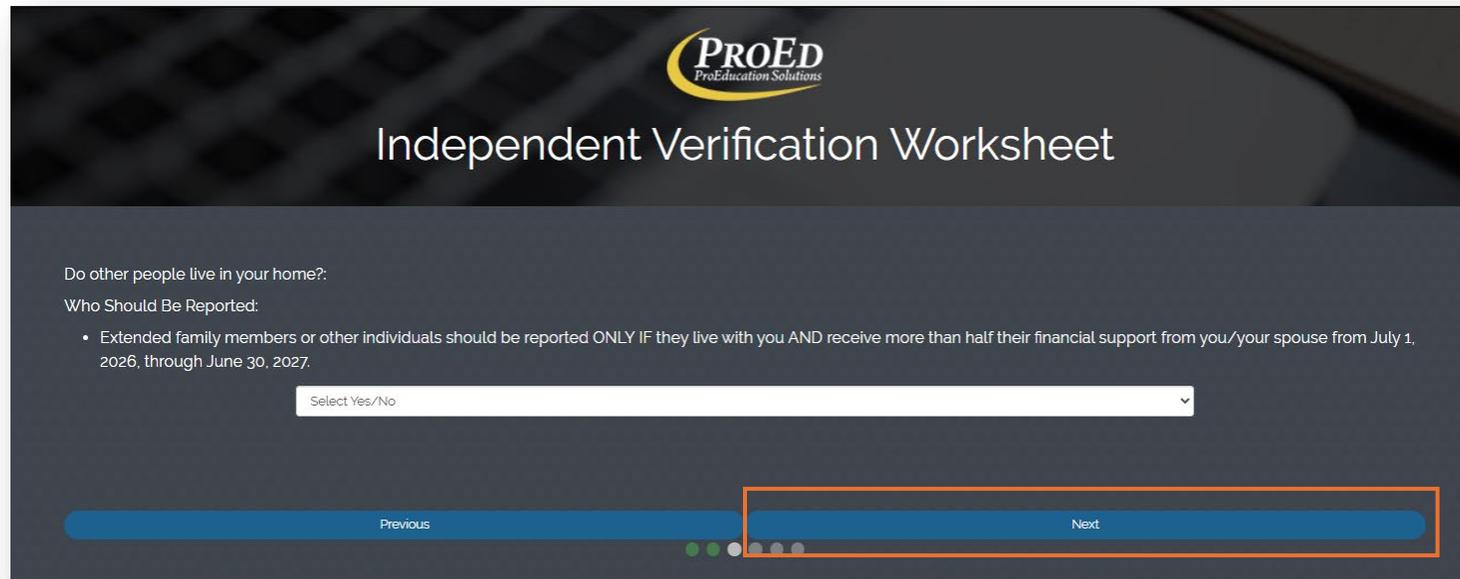


The screenshot shows the 'Independent Verification Worksheet' form. At the top right is the PROED logo. The title 'Independent Verification Worksheet' is centered. Below the title is a question: 'Do you have any children?'. A dropdown menu is open, showing 'Yes' selected. Below this is the 'Who to Report:' section with two bullet points: 'Any child who lives in your household and is financially supported by you.' and 'Any child who lives on campus at a college/university but is supported financially by you.' Below the bullet points is a paragraph: 'A child is considered financially dependent on you if you provide 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 child in your household.' Below this is a table titled 'FAMILY SIZE' with the following data:

Name of Family Members (include self)	Relationship to Student	Date of Birth	Email	
Chris McCharty	Self	02/02/2006	proedtest+225561332@gmail.com	

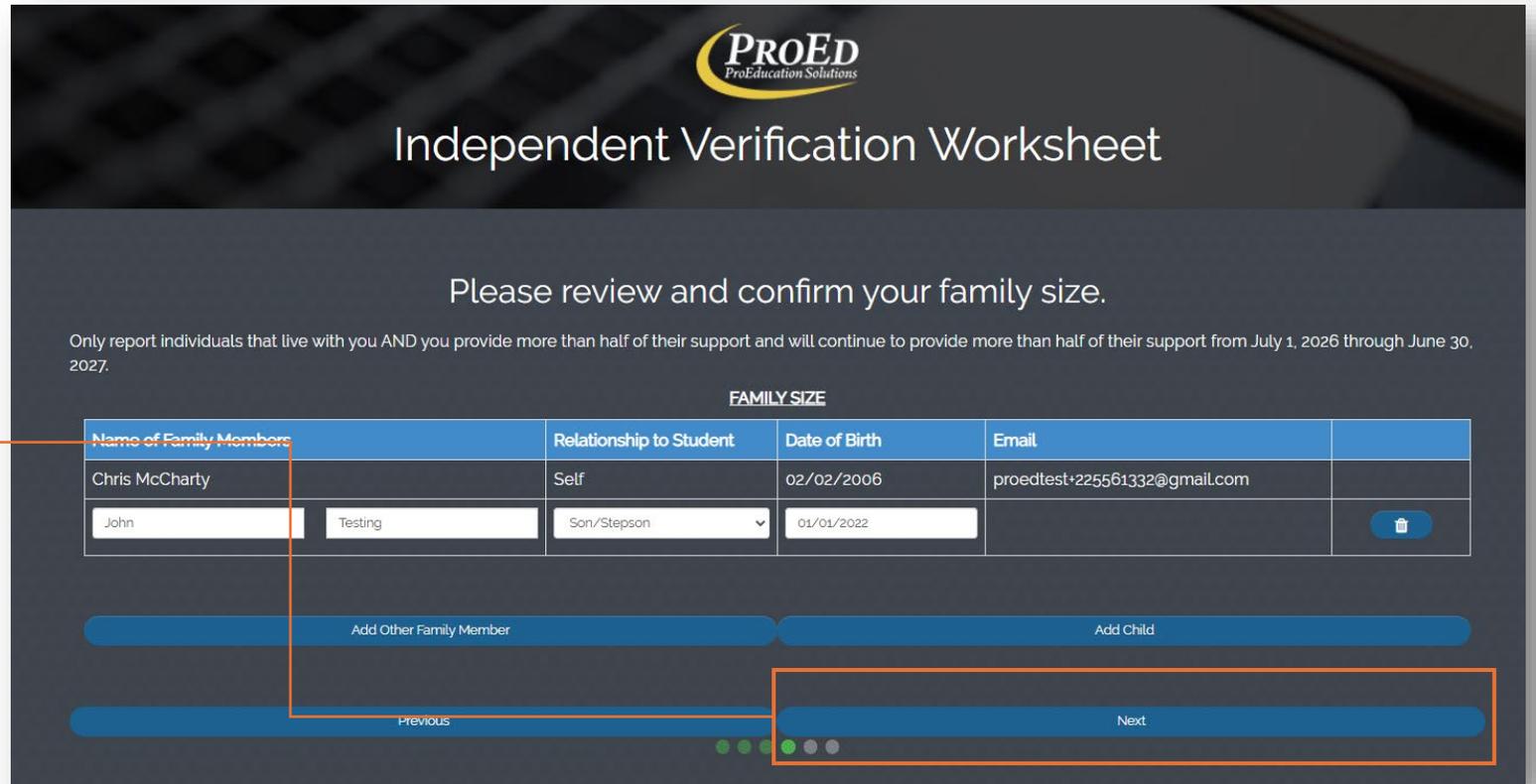
Below the table is a blue button labeled 'Add Family Member'. At the bottom of the form are 'Previous' and 'Next' buttons, and a progress indicator with five dots, the first of which is filled.

The following page will ask if you support anyone other than your children. Select Yes if you do and if they receive at least half of their financial support from you or your spouse (if married). If not, select No, then click next.



The screenshot shows a dark-themed web form titled "Independent Verification Worksheet" with the PROED logo at the top. The main question is "Do other people live in your home?". Below it, a sub-section titled "Who Should Be Reported:" includes a bullet point: "Extended family members or other individuals should be reported ONLY IF they live with you AND receive more than half their financial support from you/your spouse from July 1, 2026, through June 30, 2027." A dropdown menu is positioned below the text, currently displaying "Select Yes/No". At the bottom of the form, there are two blue navigation buttons: "Previous" on the left and "Next" on the right. The "Next" button is highlighted with an orange rectangular border. A progress indicator with several small circles is located between the two buttons.

Review this page to ensure you have entered the correct family size. Once you confirm it is correct, click **next**.

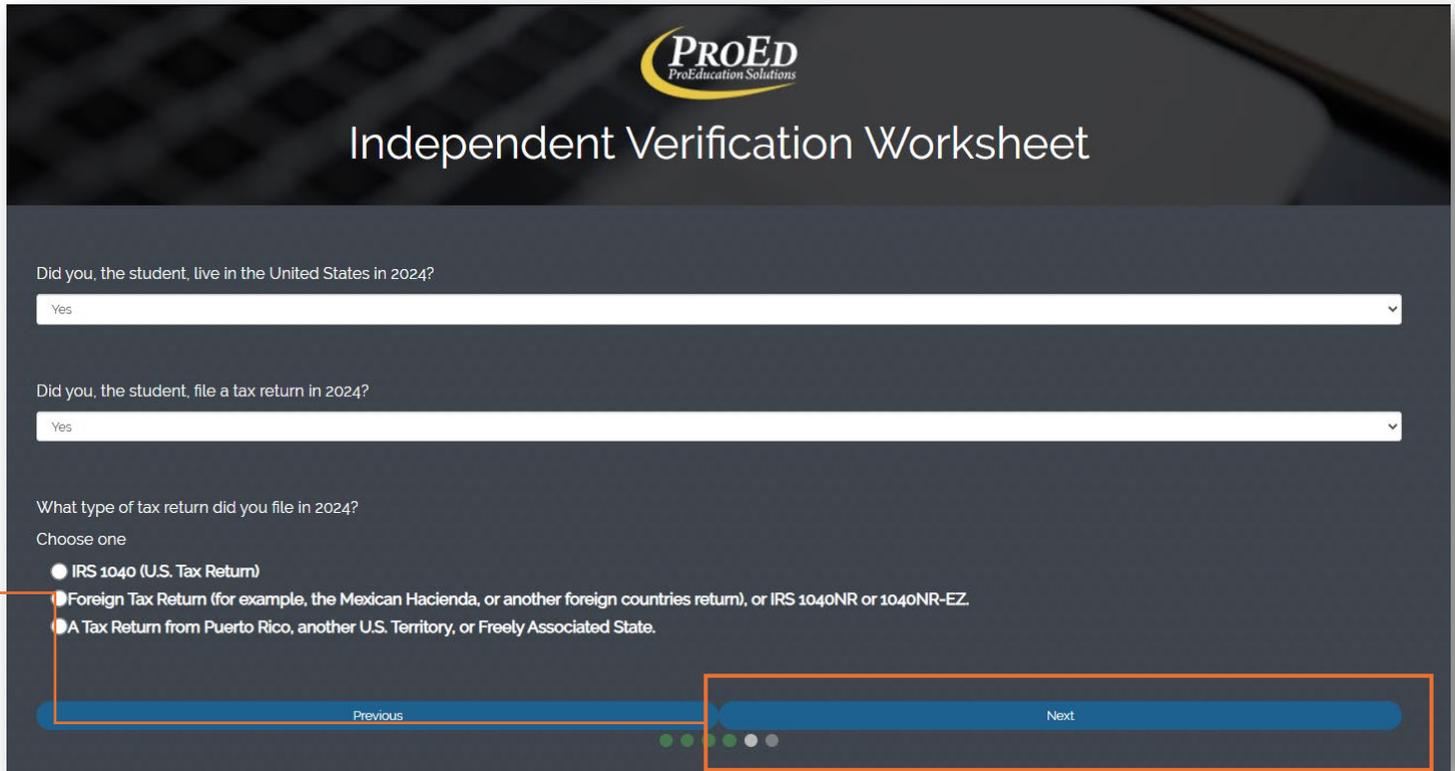


The screenshot shows the PROED Independent Verification Worksheet interface. At the top, the PROED logo is displayed. The main heading is "Independent Verification Worksheet". Below this, a message asks the user to "Please review and confirm your family size." and provides instructions: "Only report individuals that live with you AND you provide more than half of their support and will continue to provide more than half of their support from July 1, 2026 through June 30, 2027." The form is titled "FAMILY SIZE" and contains a table with the following data:

Name of Family Members	Relationship to Student	Date of Birth	Email	
Chris McCharty	Self	02/02/2006	proedtest+225561332@gmail.com	
<input type="text" value="John"/>	<input type="text" value="Testing"/>	<input type="text" value="01/01/2022"/>		<input type="button" value="🗑️"/>

Below the table are two buttons: "Add Other Family Member" and "Add Child". At the bottom, there are "Previous" and "Next" buttons. The "Next" button is highlighted with an orange box. A red line points from the "Next" button back to the text on the left side of the slide.

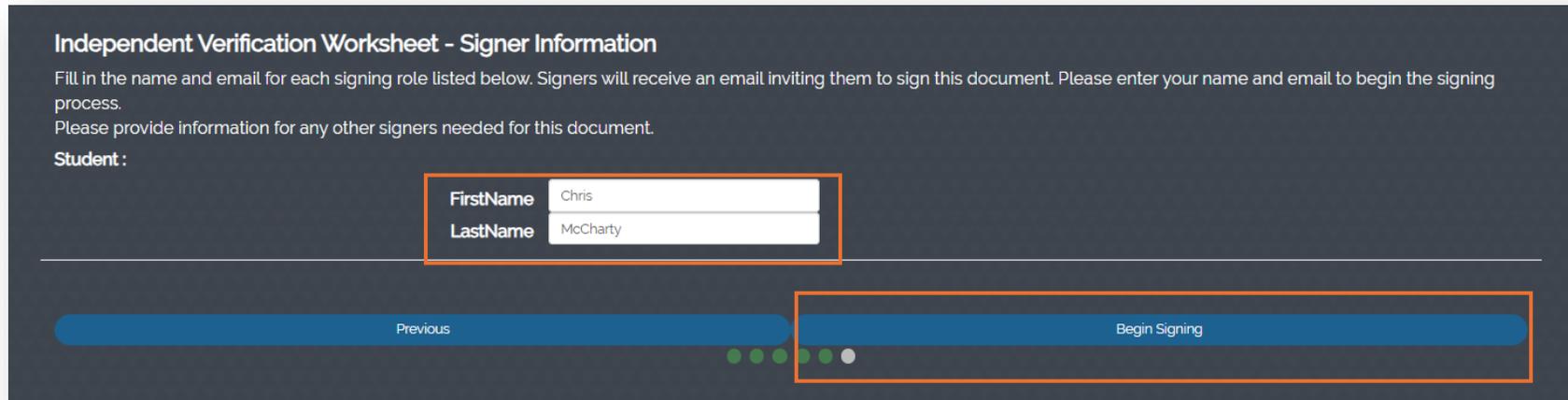
Answer the following questions as applicable. If you or your spouse (if married) filed taxes or earned income in 2024, you may need to provide a copy of your tax return or W2 forms, then, click **next**.



The screenshot shows the PROED Independent Verification Worksheet form. It contains three questions with dropdown menus and radio button options. The first question is "Did you, the student, live in the United States in 2024?" with a dropdown menu showing "Yes". The second question is "Did you, the student, file a tax return in 2024?" with a dropdown menu showing "Yes". The third question is "What type of tax return did you file in 2024?" with radio button options: "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.", and "A Tax Return from Puerto Rico, another U.S. Territory, or Freely Associated State.". At the bottom, there are "Previous" and "Next" buttons, with the "Next" button highlighted by an orange box. A red line connects the word "next" in the text on the left to the "Next" button.

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.

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.



Independent 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	Chris
LastName	McCharty

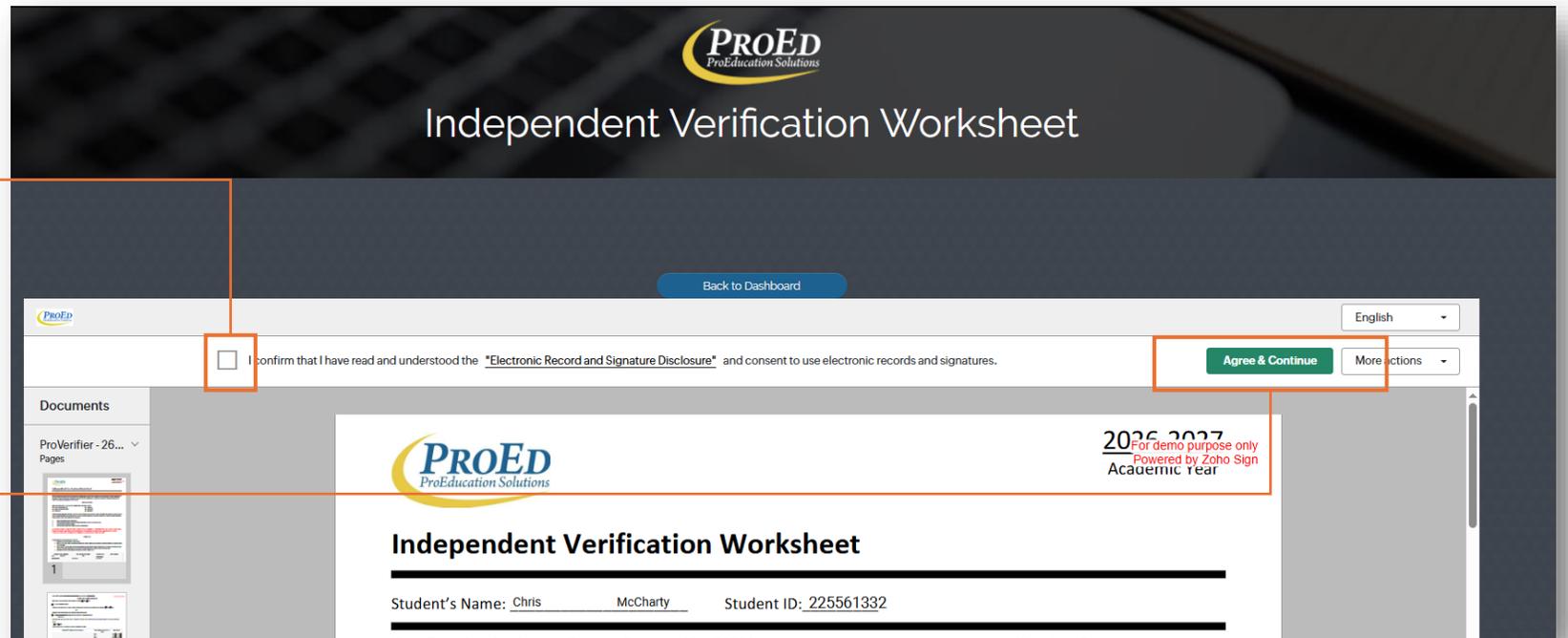
Previous Begin Signing

Enter your first and last name, 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**.

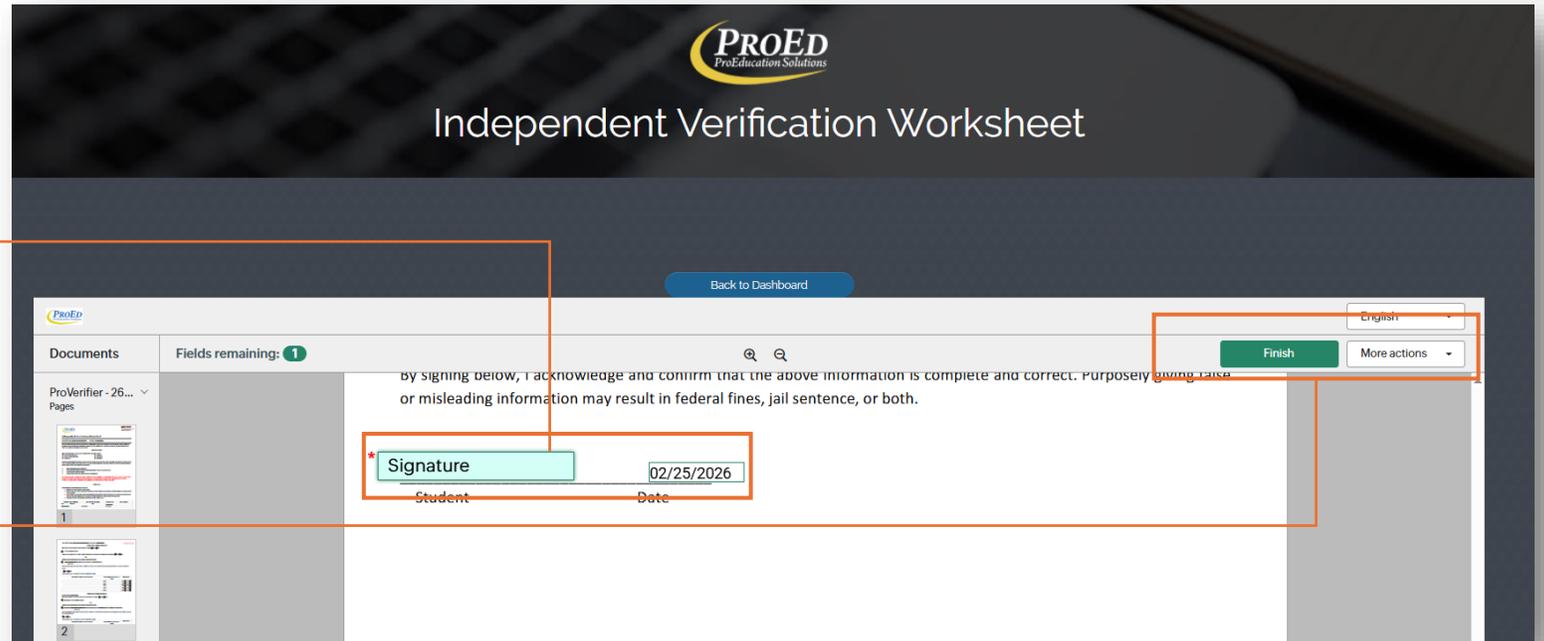
Check the box after you have read the Electronic and Signature Disclosure.

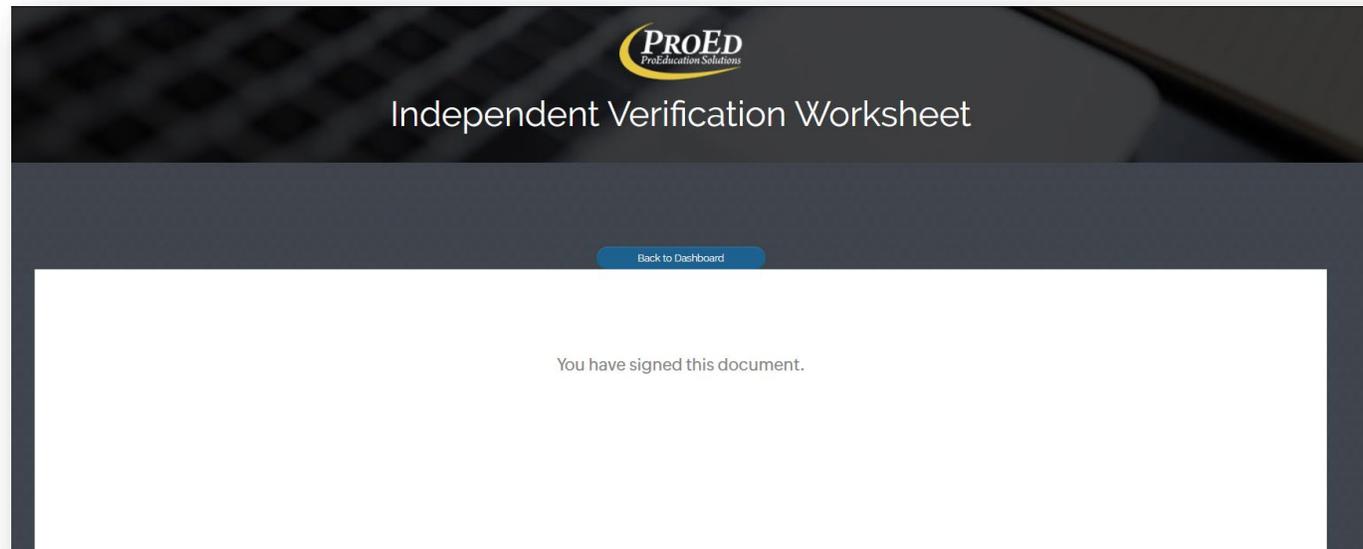
Then, click on Agree and Consent.



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

Then, click the **Finish** button.





You have successfully completed the verification worksheet. 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.