HOW YOUR PARENT COMPLETES THEIR PORTION OF YOUR DEPENDENT V1 VERIFICATION WORKSHEET

Step 1: Your Parent will receive an email. They must click the **BLUE** link at bottom of email.

Dynamic Forms: **LEH_2020–2021 Standard Verification Worksheet - V1 Dependent Students - Signature Request   Yahoo/Inbox ⭐

financialaid.forms@lehman.cuny.edu <financialaid.forms@lehr   🖨   Sat, Oct 3 at 3:48 PM ⭐
To: Parent Email

You are receiving this e-mail because Stu Name needs your help in completing the **LEH_2020–2021 Standard Verification Worksheet - V1 Dependent Students. Please click the link below to complete your section of the form.

You will be asked to electronically sign the form.

If you already have a Dynamic Forms account, please log directly in by entering your Username and Password. Otherwise, please create an account by clicking on the **Create New Account** link.

You can use the Forgot your username and Forgot your password links if you are unsure about your Dynamic Forms credentials.

Click here to complete your section of the form.
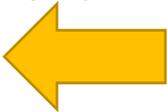
Step 2: Parent will be directed to the log in page, where they must click on "Create an Account"

Log In

Sign in to complete the **LEH_2020–2021 Standard Verification Worksheet - V1 Dependent Students form as requested by Lehman College.

User Name

Password

Log In

Create New Account   Forgot User Name?   Forgot Your Password?

Step 3: Parent creates account. After completing all fields, click "Create Account"

Create a new account

Our enrollment process is fast, easy and secure. Once enrolled, you will immediately have convenient online access to complete required forms, view pending forms, and review your completed forms history.

———————— Please complete all of the information below ————————

Username *

Enter a Username

Username restrictions:

- Must be at least 8 characters long
- Must contain at least one letter.

Set Password *

Choose a password

Confirm Password *

Confirm your password

Password restrictions:

- Must be at least 8 characters long
- Cannot contain your username.
- Must contain 3 of the 4 types of characters below:
  - upper case letters
  - lower case letters
  - numbers
  - special characters: @ & $

First Name *

Enter your First Name here

Last Name *

Enter your Last Name here

E-mail Address *

Enter your Email Address here

Confirm E-mail Address *

Confirm your Email Address he

Secret Question *

-- Please select --

Secret Question Answer*

Answer Hint *

Create Account

Step 4: Check your email.

- You will find an activation email from notify@ngwebsolutions.com
- Click the "Activate Account" link provided in the email
- Once you see "Account Activated", click the "Continue" button
- You will now be able to log in to Dynamic Forms

Step 5: Completing Parent portion of Verification Worksheet.

Once you are in the form, click "Next" under Section B

B. Parent's Household Information

Your FAFSA instructed you to include the people your parent(s) will support between July 1, 2020 and June 30, 2021. Include:

- Yourself and your parent(s)
- Your other brothers and sisters if (a) your parent(s) provide more than half of their support, or (b) if they would be required to provide parental information were they to complete a FAFSA for 2020–2021. Include all who meet either of these standards, even if they do not live with your parent(s).
- Other people if they now live with your parent(s) and your parent(s) now provide more than half their support, and will continue to provide more than half their support, through June 30, 2021.

Enter the name of the college below for any household member, excluding your parent(s), 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, 2020 and June 30, 2021. Be sure to include all the required information for each family member.

How many people live in the household, including yourself? *2

The household grid below should match the number of persons in your family from your FAFSA application, unless there has been a change.

Full Name	Age	Relationship to Student	College	Will be enrolled at least half time
*	*	Self	Lehman College	*Yes
*	*	Parent	XXXXXX	XXXXXX

[Save Progress] [Reject] [Next]

Step 6: Section D Tax Filing

D. Parents' Income Information to be Verified

This section can not be completed by the student. It can only be completed by the parent. Once you complete and submit your portion of the form, your parent will receive a link to the email address provided to complete Section D.

NOTE: A parent account must be created in order to provide the required income information for each parent/stepparent listed in Section B of this worksheet. If the required parent income documents cannot be uploaded or the worksheet is not submitted with a parent's electronic signature, this worksheet will remain in a pending status.

Make sure that your response matches the filing status you reported for yourself (and/or your spouse, if married) on your FAFSA.

Did you, the parent(s), file taxes in 2018? *-- Please Select -- ∨

- Please answer Yes, if you filed a 2018 Federal 1040 Income Tax Return.
- Please answer No, if you did not file one.

D. Parents' Income Information to be Verified

NOTE: A parent account must be created in order to provide the required income information for each parent/stepparent listed in Section B of this worksheet. If the required parent income documents cannot be uploaded or the worksheet is not submitted with a parent's electronic signature, this worksheet will remain in a pending status.

Make sure that your response matches the filing status you reported for yourself (and/or your spouse, if married) on your FAFSA.

Did you, the parent(s), file taxes in 2018?* [Yes ▾]

Did you, the parent(s), use **IRS Data Retrieval Tool** in FAFSA-on-the-Web to transfer* [-- Please Select -- ▾]
2018 IRS income tax information into the FAFSA?

- If you answered "Yes" to filing a 2018 Tax Return, answer "Yes" ONLY if you were able to successfully link your FAFSA to the IRS. Otherwise, click "No" and upload your 2018 Federal Tax Return Form 1040 and W-2 statements.
- If you worked in 2018, but did not file a 2018 Federal Tax Return, please list all jobs worked and amounts earned as well as upload all W-2 Statements for that tax year.

Step 7: Section E

E. Certification and Signatures
By electronically signing this document, we certify that all the information reported on this worksheet is complete and correct. We understand that if we purposely give false or misleading information, we could be fined, jailed, or both. We furthermore authorize the Financial Aid Office at Borough of Manhattan Community College to submit corrections to our FAFSA application, if required, based on the information and documents we have provided to complete verification. We agree to make no further changes to our FAFSA information unless directed to do so by a financial aid office representative.

You should make a copy of this worksheet and all submitted documents for your records.

[Previous] [Save Progress] [Next]

- Click next to electronically sign your portion of the Verification Worksheet. If you are unsure about anything you entered, click "Save Progress" before signing. This will save your information and you can log back in to correct.

Step 8 Electronic Signature: Type your First and Last Name as it appears, then click "Sign Electronically"

Electronic Signature

Please read the Disclosure / Consent before you sign your form electronically.

Typing your name exactly as it appears below signifies you are completing this form using an electronic signature. By signing electronically, you are certifying that you have read and understand the Disclosure/Consent and agree to electronically sign. You also agree to receive required disclosures or other communications related to this transaction electronically.

To continue with the electronic signature process, please enter your name and click the "Sign Electronically" button to save your information and submit your electronic signature.

First Name

Last Name

Previous   Sign Electronically

If you would like to opt out of electronic signature, please click the "Opt out and print" link below to save your information and print a local copy for your signature.

Opt out and print

Step 9 Once you sign the worksheet electronically, you will receive this confirmation.

LEHMAN COLLEGE | CUNY

Thank you for completing the parent portion of the **2020–2021 Standard Verification Worksheet - V1 Dependent Student**. The submitted information will be reviewed by the Financial Aid Office. If there are any questions, please do not hesitate to have the student contact the Lehman College Financial Aid office.

Thank you!
Lehman College, Financial Aid Office

View Form PDF

If you need a copy of this form, please view and print or save this form now. This form contains confidential fields which you may not be able to view once it has been processed.