HOW TO COMPLETE YOUR ONLINE DEPENDENT V1 VERIFICATION WORKSHEET

Step 1: You will receive a communication to Complete your Dependent V1 Verification and electronically sign online. Click on the link to access the form. You must log in using your Lehman360 login and password. This is the same login to access your Lehman email account.

Step 2: Once you are logged in, you must enter your Parent's First and Last Name and their email address correctly. Then click "Continue"

Instructions

Dear Student,

Before you are directed to the **2020-2021 V1 Dependent Verification Worksheet**, you must first provide contact information for your parent. After you have completed your portion of the worksheet, your parent will receive an email inviting them to create an account and complete *Section D* of the worksheet: "*Parents' Information to be Verified*". Your parent will then be able to sign the worksheet electronically.

Your verification worksheet will remain in a pending status until both you and one of your parents have completed all sections of the form.

Please follow these simple steps:

1. Enter your parent's name & email address in the *Form Participants* section below.
   IMPORTANT: Please provide a valid email address for your parent so that they can be emailed a link for their part of the form. They would also need to **Create New Account** to complete their portion of the form and submit.

2. Click "*Continue*" to begin completing the student portions of the worksheet.

Thank you!
Lehman College, Financial Aid Office

Form Participants

Parent

First Name	Last Name	Email

Continue

Step 3: You will now enter the form and must complete all boxes with a red *. In Section B, make sure to correctly list all family members in your household. Once done, click next.

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2020–2021 Standard Verification Worksheet
V1 Dependent Student

Your 2020–2021 Free Application for Federal Student Aid (FAFSA) was selected for review in a process called "Verification". The Financial Aid Office must compare information from your FAFSA with information you provide below and any other required documents. If there are differences, your FAFSA information may need to be corrected. This online form will allow you to complete verification and upload the required documents electronically.

What You Should Do

1. If you or your parents used the IRS Data Retrieval Tool to transfer your 2018 income data into your FAFSA, you do not have to furnish copies of your tax documents to the Financial Aid Office.
2. If you or your parent(s) were tax filers, but did not use the IRS Data Retrieval Tool, obtain a **2018 IRS Tax Return Transcript** for yourself and your parent(s). **Note:** In place of an IRS Tax Return Transcript, we can accept a signed copy of a preparer's **2018 Federal Income Tax Return (Form 1040 with all schedules)** that was submitted to the IRS.
3. If your parents did not and were not required to file a tax return, they must provide a **2018 Verification of Non-Filing Letter** dated on or after October 1, 2019, and, if they had income earned from work, they must submit all **W-2 forms** for tax year 2018 issued to them by their employers.
4. Request IRS Tax Return Transcripts or Verification of Non-filing Letters online at www.irs.gov/Individuals/Get-Transcript or by phone at 1-800-908-9946. Make sure you select an IRS Tax <u>Return</u> Transcript and NOT the IRS Tax <u>Account</u> Transcript. Be sure to specify <u>tax year 2018</u> when making your request. If you have questions about obtaining the required documents, do not hesitate to contact a financial aid representative.
5. You and one of your parents must complete Sections A-D of this worksheet. Please follow the instructions given for uploading your documents and submitting the required electronic signatures in Section E.

A. Student Information

Student Last Name: *	First Name: *	MI:

Student Address: * _____ Apt #: ____

City: * ____ State: * -- Please Select -- ⌄ Zip: * ____

CUNYfirst ID /Empl ID: * ____ Date of Birth: * ____ Student Phone #: ____

Student's SS#: * ____ Student Email: * ____
(last 4 digits)

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? * -- Please Select -- ⌄

[Save Progress] [Next]

Step 4 Section C: Please correctly complete this section C

C. Student's Income Information to be Verified
NOTE: If you are not able to upload the required documents, you will not be able to submit this worksheet electronically. You will be able to download the results in hard-copy format. If you would like help with this process, please do not hesitate to contact a college financial aid representative.

Did you, the student, 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.

C. Student's Income Information to be Verified
NOTE: If you are not able to upload the required documents, you will not be able to submit this worksheet electronically. You will be able to download the results in hard-copy format. If you would like help with this process, please do not hesitate to contact a college financial aid representative.

Did you, the student, file taxes in 2018?* Yes ∨

Did you, the student, 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 5 (Section D): This section must be completed by your parent. You will not be able to enter any information here.

Step 6 (Section E): 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.

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 |

Step 7 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 8 Confirmation: Once you sign the worksheet electronically, you will receive this confirmation. Your parent will now receive an email asking them to complete their portion of the form.

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Thank you for completing your portion of the **2020–2021 Standard Verification Worksheet - V1 Dependent Student**. After your parent has completed and submitted his or her portion, your worksheet and any documents, that may have been uploaded, will be reviewed by the Financial Aid office.

Remember: your verification worksheet will remain in a pending status until both you and one of your parents have completed all sections of the form.

Make no further changes to your FAFSA application information without contacting the 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.