



LEHMAN COLLEGE



HOW TO COMPLETE YOUR ONLINE INDEPENDENT V1 VERIFICATION WORKSHEET

Step 1: You will receive a communication to Complete your Independent 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.

Step2: 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.



LEHMAN COLLEGE



2020–2021 Standard Verification Worksheet V1 Independent 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 on this form and on 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 spouse, if you are married) used the **IRS Data Retrieval Tool** to transfer your 2018 income data into your FAFSA, you do **not** have to submit copies of your tax documents to the Financial Aid Office.
2. If you (or your spouse) were tax filers, but did not use the IRS Data Retrieval Tool, obtain a **2018 IRS Tax Return Transcript** for yourself and/or your spouse. **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 were submitted to the IRS.
3. If you (or your spouse) did not (and were not required to) file a tax return, you must submit a **2018 Verification of Non-Filing Letter** dated on or after October 1, 2019, and, if you had income earned from work, all **W-2 forms** for tax year 2018 issued to you by your employers.
4. Request an IRS Tax Return Transcript online at www.irs.gov/Individuals/Get-Transcript or by phone at 1-800-908-9946. Make sure you select an IRS Tax **Return** Transcript and NOT the IRS Tax **Account** Transcript. Be sure to specify **tax year 2018** when making your request. If you have questions about obtaining the required documents, do not hesitate to contact a financial aid representative.
5. Complete Sections A-C of this worksheet. Please follow the instructions for uploading your documents and submitting the required electronic signature in Section D.

A. Student Information

Last Name: First Name: Middle Name:

Address: Apt #:

City: State: Zip:

CUNYfirst ID /Empl ID: Date of Birth: Phone #:

Student's SS# (last 4 digits): Email: Marital Status:

B. Student's Household Information

The household grid below should match the number of persons in your family from your FAFSA application, unless there has been a change. Your FAFSA instructed you to include the people you will support between July 1, 2020 and June 30, 2021. Include:

- Yourself and your spouse (if you are married)
- Your other children if you (or your spouse) provide more than half of their support, even if they don't live with you.
- Other people if they now live with you and you now provide more than half of their support and will continue to provide more than half of their support through June 30, 2021.

Enter the name of the college below for any household member 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?

Save Progress

Next



Step 3: Please correctly complete Section C

C. Student/Spouse'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 form electronically. You will be able to download your results in hard-copy format.

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

Did you/spouse file taxes in 2018? *

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

C. Student/Spouse'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 form electronically. You will be able to download your results in hard-copy format.

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

Did you/spouse file taxes in 2018? *

Did you use **IRS Data Retrieval Tool** in FAFSA-on-the-Web to transfer 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 4 (Section D): 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.

D. Certification and Signatures

By electronically signing this document, I certify that all the information reported on this worksheet is complete and correct. I understand that if I purposely give false or misleading information, I could be fined, jailed, or both. I furthermore authorize the Financial Aid Office at Borough of Manhattan Community College to submit corrections to my FAFSA application, if required, based on the information and documents I have provided to complete verification. I agree to make no further changes to my 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.



Step 5 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
<input type="text"/>	<input type="text"/>
<input type="button" value="Previous"/>	<input type="button" value="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 6 Confirmation Once you sign the worksheet electronically, you will receive this confirmation.



Thank you for completing the **2020–2021 Standard Verification Worksheet - V1 Independent Students**. 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.

Do not make any changes to your FAFSA application without speaking with a Financial Aid representative.

Thank you!
Lehman College, Financial Aid Office

[View Form PDF](#)