



HOW TO ACCESS AND COMPLETE ONLINE FINANCIAL AID VERIFICATION FORM

You can now electronically sign and securely submit financial aid documents online through dynamic forms. To access this form you will need to enter your **BMCC email address** and **password**.

STEP 1: Go to <https://www.bmcc.cuny.edu/finaid/resources/forms/>

Online Financial Aid Forms

Below are links to forms that you may need to complete the financial aid process. We are offering you and your parents (if you are a dependent student) the option to complete income verification on your FAFSA online. Below are the step sheets that'll give you and your parents (if required) instructions on how to complete the online worksheet and upload your tax documents:

- [How to access and complete V1 Dependent Verification Worksheet](#)
- [How to access and complete V1 Independent Verification Worksheet](#)
- [2018 IRS Tax Form Sample](#)
- [How to scan documents using your Android Device](#)
- [How to scan documents using your iPhone/iPad](#)
- [How to upload a file to the online verification worksheet](#)

**** Effective as of Monday, 1/4/21 - students will need to enter their BMCC email address and password to access online forms.**

If you have Financial Aid questions or need assistance with the forms, please [click here](#) to meet with our live Panther Station Specialists (Monday - Friday, 9 a.m.-4:30 p.m.)

Forms for Summer 2020, Fall 2020 and Spring 2021

- [2020 V1 Dependent Verification Worksheet](#)
- [2020 V1 Independent Verification Worksheet](#)
- [2020 V4 Dependent Verification Worksheet](#)
- [2020 V4 Independent Verification Worksheet](#)

CONTACT
Email: finaid@bmcc.cuny.edu
Phone: (212) 220-1630
Location: Panther Station
(currently working remotely)
Monday-Friday, 9 a.m.- 5 p.m.

STEP 2: Click on the **2021 V4 Independent Verification Worksheet**. Afterwards, please enter your BMCC email address and password (example: john.joe@stu.bmcc.cuny.edu).

BMCC

User Name

Enter Password

Forgot your: [Password](#) , [User Name](#) or [Token](#)

HOW TO COMPLETE YOUR ONLINE 2021/2022 V4 INDEPENDENT VERIFICATION FORM

STEP 1 (Section A) Please confirm your first name, last name & EMPLID. Enter your Date of Birth, last 4 digits of your Social Security Number and Address.



2021–2022 Custom Verification Worksheet V4 - Independent Student

Your 2021–2022 Free Application for Federal Student Aid (FAFSA) was selected for review in a process called "Verification". The Financial Aid Office at your college must compare information from your FAFSA with information you provide on this worksheet and with any other required documents. If there are differences, your Financial Aid Office could require additional documentation and your FAFSA information may need to be corrected. You will not receive federal financial aid until all verification requirements are met and the necessary corrections made.

What You Should Do

1. Complete **Student's Information** section of this worksheet
2. Complete **Identity Verification and Statement of Educational Purpose**
3. Upload an unexpired valid government-issued photo identification as **Proof of Identity**
4. Sign the **Certification and Signatures** section

A. Student's Information

Last Name:	*	<input type="text"/>	First Name:	*	<input type="text"/>	Middle Name:	<input type="text"/>	
CUNYFirst ID/Emp ID:	*	<input type="text"/>	Date of Birth:	*	<input type="text"/>	Phone Number:	<input type="text"/>	
Last 4 digits of SS#:	*	<input type="text"/>	Email Address:	*	<input type="text" value="@bmcc.cuny.edu"/>			
Address:	*	<input type="text"/>						
City:	*	<input type="text"/>	State:	*	<input type="text" value="-- Please Select --"/>	Zip:	*	<input type="text"/>

STEP 2 (Section B) Carefully review instructions provided. Afterwards, upload an *unexpired valid government issued photo identification such as, but not limited to a state driver's license, non-driver's identification card, other State issued identification or U.S. passport to verify your identity.

*Note: If you upload a copy of your driver's license as proof of identity please upload a copy of the **front and back** of your card. If you upload a copy of your passport please upload the signature page as well as the photo and the last page with the bar codes.*

**Expired ID is acceptable after March 1, 2020*

B. Identity Verification and Statement of Educational Purpose

You have been selected by the U.S. Department of Education to verify your identity and educational plans. You must upload a piece of valid government-issued identification to a financial aid representative. The representative will review this piece of identification which will be maintained in your student file.

Statement of Educational Purpose

I certify that I,

am the individual signing this Statement of Educational Purpose and that the federal student financial assistance I may receive will only be used for educational purposes and to pay the cost of attending **CUNY Borough of Manhattan Community College** for 2021-2022.

Proof of Identity

Please submit an **unexpired valid government issued photo identification** such as, but not limited to, a state driver's license, non-driver's identification card, other State-issued identification, or U.S. passport to verify your identity.

NOTE: An unexpired valid government-issued photo identification is one issued by the U.S. government, any of the 50 States, the District of Columbia, the Commonwealth of Puerto Rico, a federally recognized American Indian and Alaska Native Tribe, or other U.S. territory as outlined in the Federal Register.

Upload an unexpired valid government photo identification as Proof of Identity:

* No file chosen

No file chosen

Files over 25 MB will not be accepted

Files over 25 MB will not be accepted

STEP 3 (Section C) Sign and submit your online verification.

C. Certification and Signatures – Student and one parent must sign

We certify that all of 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.

*
Student's Signature _____ Date _____