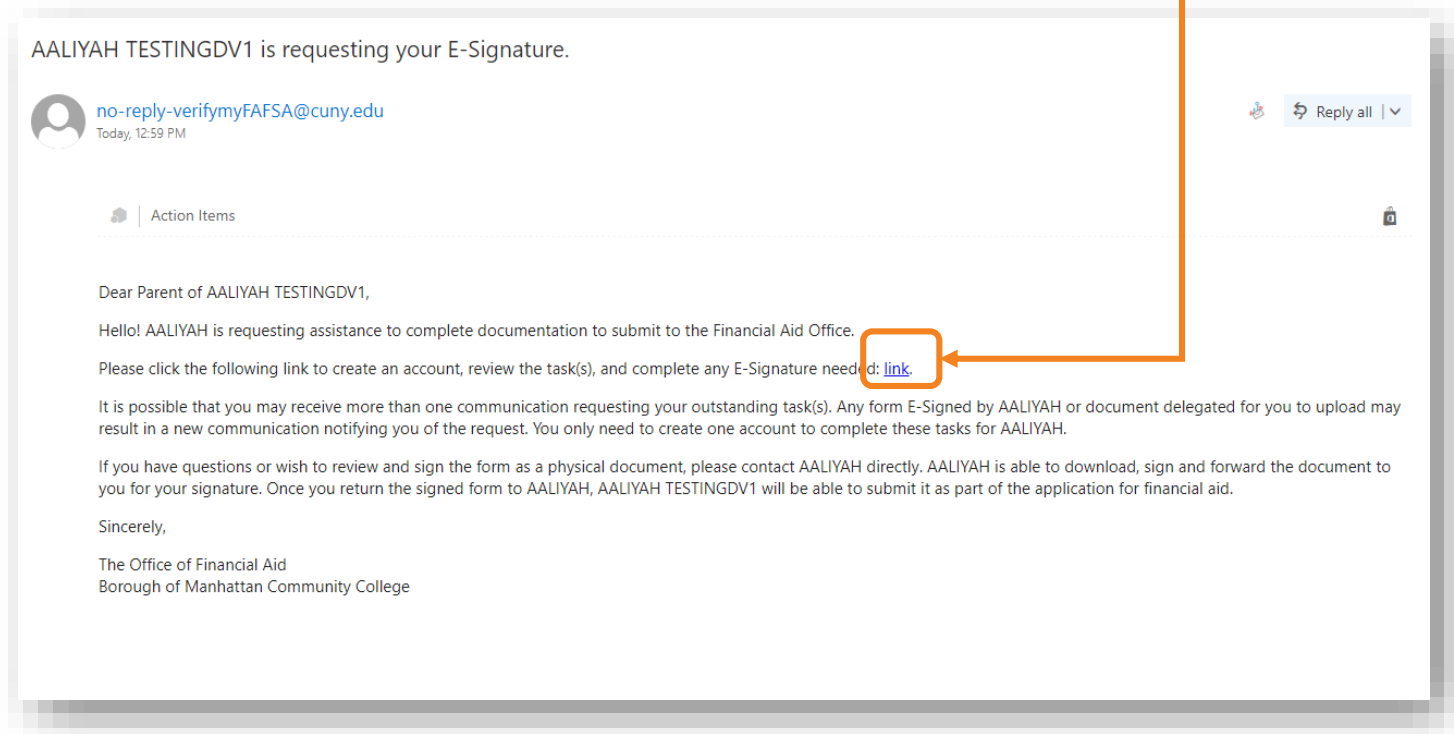


INSTRUCTIONS FOR THE PARENT TO COMPLETE A V1 DEPENDENT VERIFICATION WORKSHEET

The student will first need to complete their portion of the form and submit prior to you completing and signing your part.

Completing a V1 Dependent Verification Worksheet Parent Instructions

Step 1: You have received an email (no-reply-verifymyFAFSA@cuny.edu) to complete your part of the student's verification form. Please click on the **link** to be directed to the CUNY Student Forms portal.

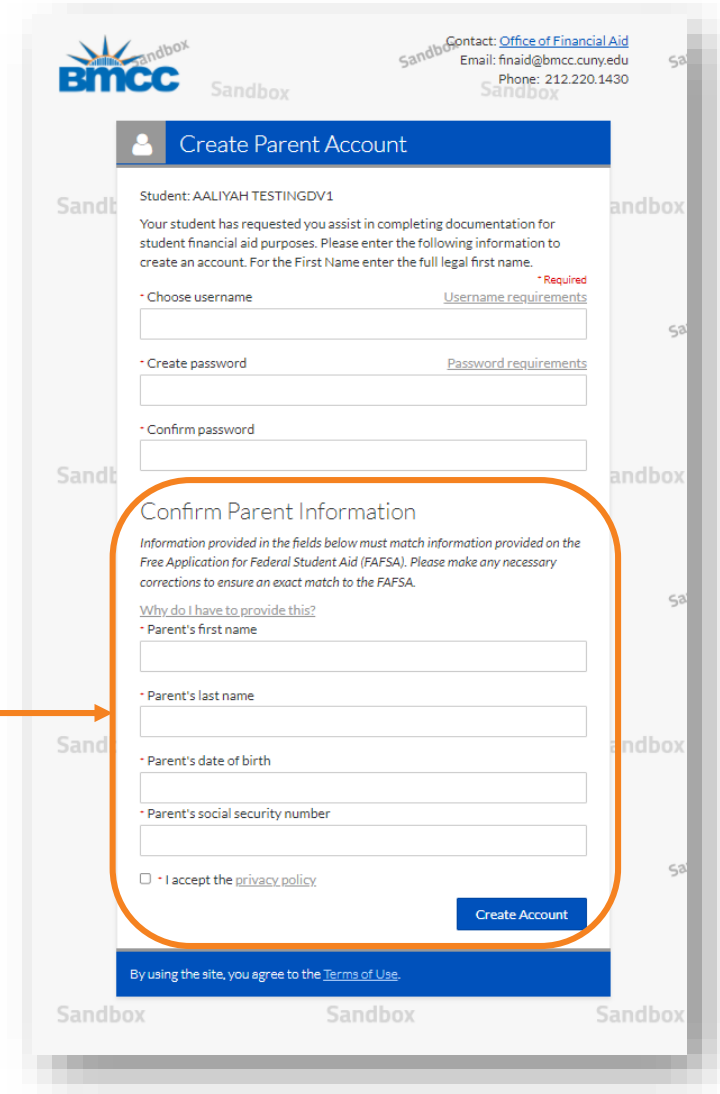


Completing a V1 Dependent Verification Worksheet

Parent Instructions

Step 2: This is a one-time account creation. You'll be asked for Personal Identifiable Information to create your account. These steps will enable you to e-sign any requested documentation. This information will also be used to authenticate with the current FAFSA information on file for you.

Note: This information you provide here will need to match exactly what was provided on the student's FAFSA application.



Contact: Office of Financial Aid
Email: fnaid@bmcc.cuny.edu
Phone: 212.220.1430

Create Parent Account

Student: AALIYAH TESTINGDV1

Your student has requested you assist in completing documentation for student financial aid purposes. Please enter the following information to create an account. For the First Name enter the full legal first name.

- * Choose username [Username requirements](#)
- * Create password [Password requirements](#)
- * Confirm password

Confirm Parent Information

Information provided in the fields below must match information provided on the Free Application for Federal Student Aid (FAFSA). Please make any necessary corrections to ensure an exact match to the FAFSA.

[Why do I have to provide this?](#)

- * Parent's first name
- * Parent's last name
- * Parent's date of birth
- * Parent's social security number

I accept the [privacy policy](#).

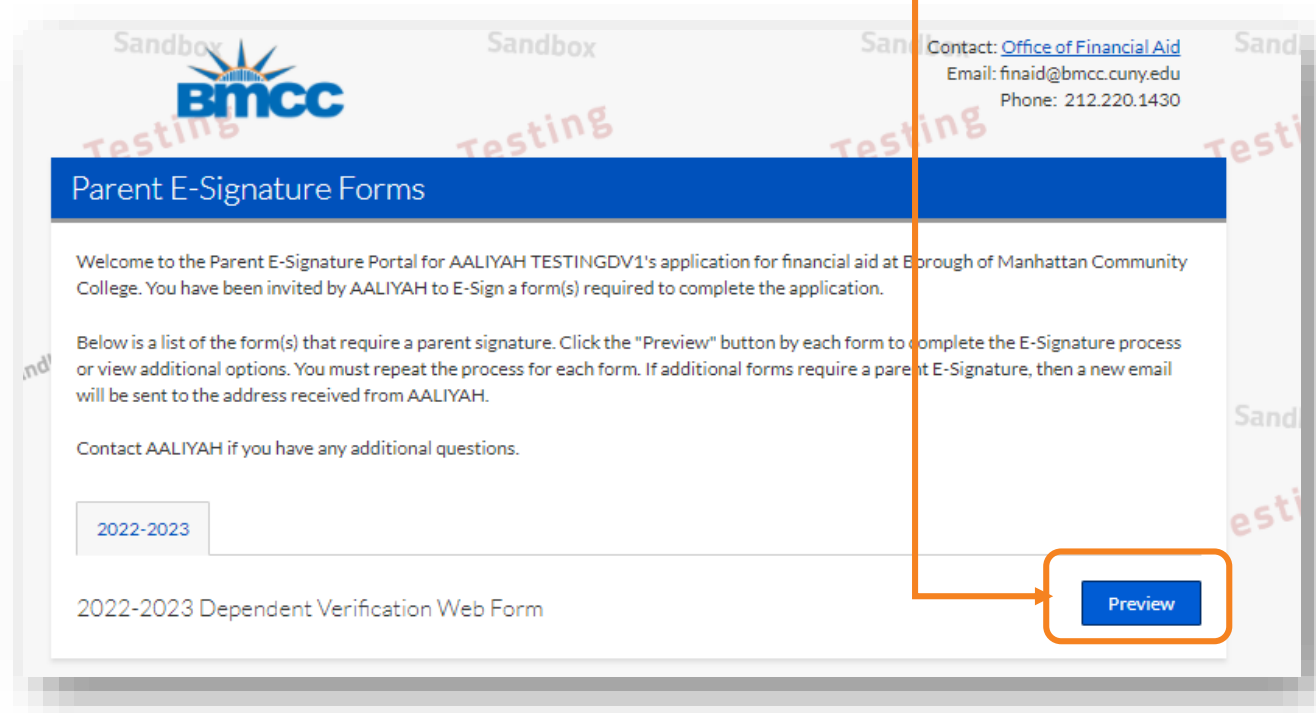
[Create Account](#)

By using the site, you agree to the [Terms of Use](#).

Completing a V1 Dependent Verification Worksheet

Parent Instructions

Step 3: Once you have successfully logged-in, you will be able to view your signature pending task. You must click the Preview button to open the form



Sandbox

Contact: [Office of Financial Aid](#)
Email: finaid@bmcc.cuny.edu
Phone: 212.220.1430

Parent E-Signature Forms

Welcome to the Parent E-Signature Portal for AALIYAH TESTINGDV1's application for financial aid at Borough of Manhattan Community College. You have been invited by AALIYAH to E-Sign a form(s) required to complete the application.

Below is a list of the form(s) that require a parent signature. Click the "Preview" button by each form to complete the E-Signature process or view additional options. You must repeat the process for each form. If additional forms require a parent E-Signature, then a new email will be sent to the address received from AALIYAH.

Contact AALIYAH if you have any additional questions.

2022-2023

2022-2023 Dependent Verification Web Form

Preview

Completing a V1 Dependent Verification Worksheet

Parent Instructions

Step 4: Review the information reported by the student. If the form was completed accurately, input the password created into the E-sign password box and click **E-Sign**

NOTE: You will be unable to edit the form for any incorrect information. Please **DO NOT** e-sign but inform the student to return to the Verification form using their account to make the necessary corrections. Once the student has edited the form, they will submit, to enable you to return and e-sign.

3. The parents' other children if one of the following is true, regardless of where the child lives.

- The parents will provide more than half of the children's support from July 1, 2022, through June 30, 2023, or
- If the other children would be required to provide parental information if they were completing a FAFSA for 2022–2023.

4. Other people if they are supported (more than 50%) by and living with the parents and the parents will continue to provide more than half of their support through June 30, 2023.

5. Include the full name of the college for any household member, excluding the parents, who is, or 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, 2022, and June 30, 2023.

Number in College: Include below information about any household member, excluding the parents, 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, 2022, and June 30, 2023, include the name of the college.

Full Name	Age	Relationship	College	Enrolled at Least Half Time	Supported More Than 50%
AALIYAH TESTINGDV1	18	self	Borough of Manhattan Community College	Yes	
My Mother TESTINGDV	53	parent			

Dependent Student Tax Return Filer Status
Student's response is:

I was not required to file taxes because I did not earn income from work in 2020
By signing this form, I certify that I did not file and was not required to file taxes for 2020.

Parent Tax Return Filer Status
Parent's response is:

My parent is single (never married)
 My parent filed 2020 taxes and will upload their tax transcript/return.

Certification and Signatures
Each person signing this worksheet certifies that all of the information reported on it is complete and correct. **WARNING:** If you purposely give false or misleading information on this worksheet, you may be fined, be sentenced to jail, or both.
The student and one parent must sign and date.

Student's Signature _____ Date _____

Parent's Signature _____ Date _____

E-Sign Password: **E-Sign**

Completing a V1 Dependent Verification Worksheet

Parent Instructions

Step 5: As part of the e-signature process, you must accept the Terms & Conditions of the Electronic Signature

Step 6: After e-signing the form, you will be shown a success page. Please click the Ok button

You're all set. Please allow the Financial Aid Office few weeks of processing time.

Terms and Conditions

Consent to Use of Electronic Signatures

Electronic Signatures

Federal law requires your consent to use electronic signature for documentation and records ("Electronic Documents") that would otherwise be legally effective only if provided to you in a printed/written paper document.

"Electronic Documents" include the documents you may save on your computer, attach to e-mail or are generated through the use of web forms. They can typically be printed out, but exist independently in an electronic form on your computer.

By clicking in the box marked "I agree" at the bottom of this page, you consent to use of electronic signatures rather than paper documents for the forms provided on this web site (the "Site"). You are also confirming that you have the capabilities to receive and review electronic records and that you have an active email account.

Document Signed

You have successfully e-signed the document. You will now be taken back to the document list.

OK