You can now electronically sign and securely submit financial aid documents online through a new student financial aid portal. You will need to create an account and e-sign your financial aid forms. If you are a dependent student, your parent will have the option to e-sign the required financial aid forms. If you are an independent student and married, your spouse will have the option to e-sign the required financial aid forms.

**STEP 1:** Go to [https://www.bmcc.cuny.edu/finaid/resources/forms/](https://www.bmcc.cuny.edu/finaid/resources/forms/)

**STEP 2:** Click on the form you wish to access and you will be taken to the online financial aid portal.
STEP 3: Click “Create New Account” and follow the enrollment process.

STEP 4: After completing the enrollment steps, you will need to verify your email to activate the account. Once you activate the account, you will immediately have convenient online access to complete required forms, view pending forms, and review your completed forms history.

STEP 5: You will be prompted to log-in with your username, password and security question. Once you have completed the log-in process, you will be directed to the
How to Complete your Online V1 Dependent Verification Form

**STEP 1:** Please enter parental information and their CORRECT email address.

**STEP 2 (Section A)** Please complete your student information section with your Full Name, Address, Date of Birth and last 4 digits of your Social Security Number.

**STEP 3 (Section B)** List Everyone living in the house and supported by parent/s (including parents/s). Also, complete information such as Age, Relationship and College (if attending).
STEP 4 (Section C) Please answer “YES” if you filed a 2017 tax return; or answer “NO” if you did not.

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 2017? [Please Select --] [Yes] [No]

Did you, the student, use IRS Data Retrieval Tool in FAFSA-on-the-Web to transfer 2017 IRS income tax information into the FAFSA? [Please Select --] [Yes] [No]

Please Note: Only answer “YES” if you were able to successfully link your FAFSA to the IRS. Otherwise, answer “NO” and upload a signed 2017 tax return with all applicable schedules.

If you worked in 2017 but did NOT file taxes please list all jobs worked and amounts earned as well as upload all W2s.

STEP 5 (Section D) Can ONLY be completed by parent.

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/step-parent 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. A college financial aid representative may be able to offer assistance with this process.

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 2017? [Please Select --] [Yes] [No]

After submitting, your parent will receive an email to complete section D. (Please have them follow instructions provided above).