HOW TO ACCESS AND COMPLETE ONLINE FINANCIAL AID VERIFICATION FORM

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 required form.
How to Complete your Online V1 Independent Verification Form

**STEP 1 (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 2 (Section B)** List Everyone living in the house and supported by you including yourself and your Spouse (if married). (Also, complete information such as Age, Relationship and College (if attending).)
STEP 3 (Section C) Please answer “YES” if you and your spouse (if married) filed a 2017 tax return; or answer “NO” if you did not.

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 and your spouse (if married) worked in 2017 but did NOT file taxes please list all jobs worked and amounts earned as well as upload all W2s.

STEP 4 (Section D) Sign and submit your online verification.