HOW TO ACCESS AND COMPLETE THE ONLINE FINANCIAL AID VERIFICATION WORKSHEET

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/

STEP 2: Click on the 2020 V1 Dependent Verification Worksheet. Afterwards, please enter your BMCC email address and password. (example: john.doe@stu.bmcc.cuny.edu)
How to Complete your Online V1 Dependent Verification Worksheet

STEP 1: Please enter parental information and THEIR email address.

STEP 2 (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.

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 to you and College (if attending).

Note: DO NOT add parent(s) colleges information.
STEP 4 (Section C) Please answer “YES” if you filed a 2018 tax return; or answer “NO” if you did not.

Answer YES if you were able to successfully utilize the IRS Data Retrieval Tool via the FAFSA. Otherwise, answer No and upload signed 2018 federal tax returns with all applicable schedules and attachments. (Please note: if you answer YES incorrectly, your submission will be returned to you for corrections.)

If you worked in 2018 but did NOT file taxes please list all jobs worked and amounts earned as well as upload ALL W2s.

STEP 5: Sign and submit your online verification. Afterwards, your parent will receive an email to their email address to complete section D. (Please note you will see this section on your form but will be unable to complete, as it needs to be completed by your parent.)
How your **parent** should complete their part of your Online
V1 Dependent Verification Worksheet

**STEP 1:** Your parent will need to go to their email account (the one provided) and open the email sent from “FAformsconfirm@bmcc.cuny.edu”.

**STEP 2:** Click on the link provided in the email to be directed to the following page:

**STEP 3:** Here your parent will need to click “Create New Account”, where they will establish their own user name and password.

**STEP 4:** After completing this process, your parent will receive another email to activate their dynamic forms account.
**STEP 5:** Your parent will be prompted to log-in with their username, password and security question. Afterwards, they will begin to complete section D.

**STEP 6:** Your parent should answer YES if they filed a 2018 tax return; or answer NO if they did not.

- Your parent should only answer YES if they were able to successfully utilize the IRS Data Retrieval Tool via the FAFSA.
- Otherwise, they will need to answer NO and upload a signed 2018 federal tax return with all applicable schedules and attachments.
- Please note: if they answer YES incorrectly, their submission will be returned for corrections.
- If they worked in 2018 but did NOT file taxes, they will need to list all jobs worked and amounts earned as well as upload ALL W2s.

**STEP 7:** Your parent will need to click NEXT to get to the end of the form to be able to sign and submit your online verification.