

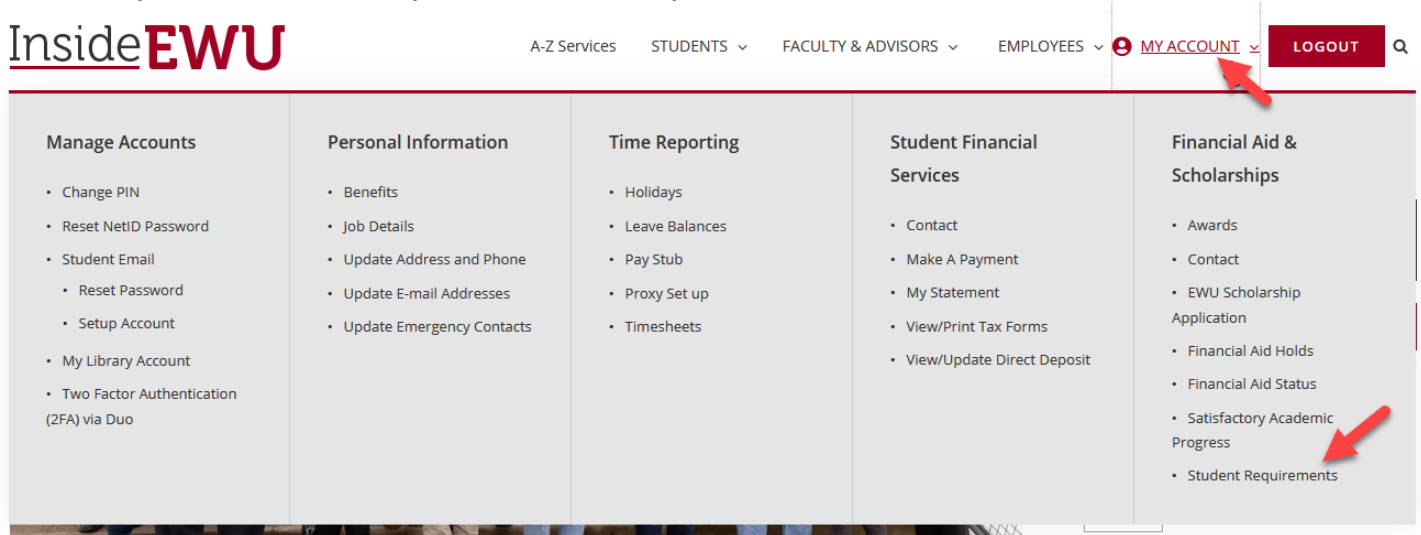
EWU Financial Aid & Scholarship Office

102 Sutton Hall, Cheney, WA 99004 ♦ 509.359.2314 ♦ finaid@ewu.edu ♦ www.ewu.edu/financialaid

STEP 1: GET STARTED

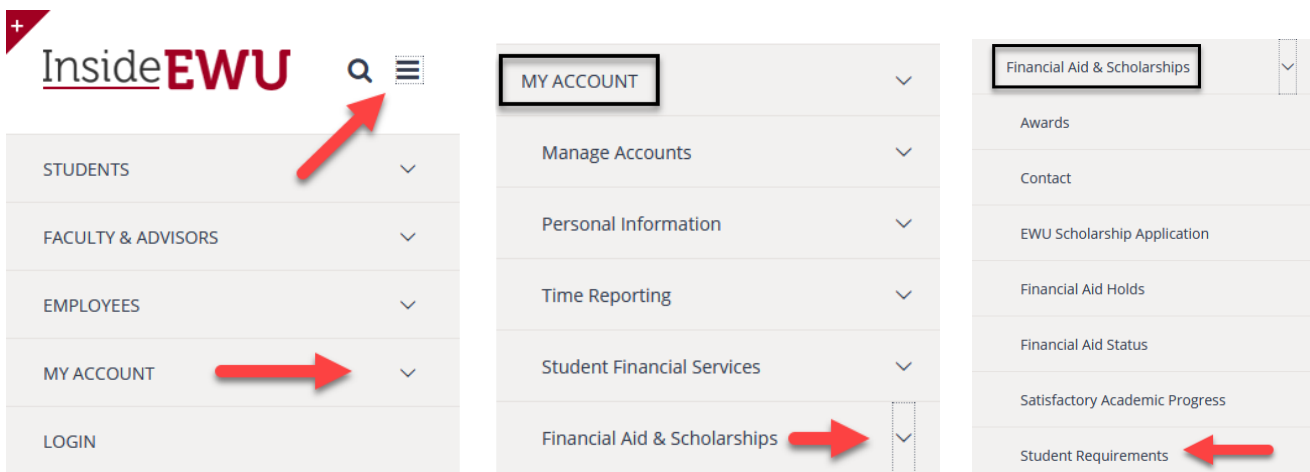
- ☐ Login at inside.ewu.edu
- ☐ Under My Account, select "Student Requirements"
(NOTE: You will be redirected to EagleNET)
- ☐ Select "Aid Year 2020-2021"
- ☐ Review the "Unsatisfied Requirements" for missing items
- ☐ Review and complete each Unsatisfied Requirement

To Get to My Account, Student Requirements from Computer:



The screenshot shows the InsideEWU website. The top navigation bar includes links for A-Z Services, STUDENTS, FACULTY & ADVISORS, EMPLOYEES, and MY ACCOUNT. The MY ACCOUNT link is highlighted with a red arrow. Below the navigation bar, the MY ACCOUNT dropdown menu is open, showing various options. The 'Financial Aid & Scholarships' section is highlighted, and the 'Student Requirements' link is pointed to with a red arrow.

To Get to My Account, Student Requirements from Mobile Device (phone/tablet/iPad):



The screenshot shows the InsideEWU mobile app interface. The top navigation bar includes links for STUDENTS, FACULTY & ADVISORS, EMPLOYEES, MY ACCOUNT, and LOGIN. The MY ACCOUNT link is highlighted with a red arrow. Below the navigation bar, the MY ACCOUNT dropdown menu is open, showing various options. The 'Financial Aid & Scholarships' section is highlighted, and the 'Student Requirements' link is pointed to with a red arrow.

Redirect to EagleNET to Select Aid Year:

EagleNET

Browse

Personal Information | Student | **Financial Aid**

Aid Year

Home > Aid Year

Some financial aid information is determined by Aid Year (the academic year for which you are receiving financial aid).

Select Aid Year **Aid Year 2020-2021**

Submit

Go to Unsatisfied Requirements Section (click red hyperlink to get forms):

Unsatisfied Requirements			
Requirement			
HHSD - Household Size Verification for Dependent Students Please click on the requirement above. Print and complete the Household Size Verification Form for Dependent Students. Once you have completed the document linked above, you can scan and upload the file. Electronically by clicking: Upload HHSD - Household Size Verification Form for Dependent Students. Allow up to three business days for the status of this requirement to be updated once you upload the file.	Student Action Required	Mar 17, 2020	
TAXP - Parent 2018 Tax Return The following is acceptable for verifying your parent(s) 2018 tax information: a copy of your parent(s) 2018 federal income tax return (Form 1040, 1040A, or 1040EZ) and W2 forms or 2) an IRS issued 2018 Tax Return Transcript (including all schedules). If your parent(s) did not file a 2018 federal income tax return, please see the verification form for further instructions. Click on the requirement above to obtain detailed instructions for filing electronically by clicking: Upload TAXP - Parent 2018 Tax Return Transcript. Allow up to three business days for the status of this requirement to be updated once you upload the file.	Student Action Required	Mar 17, 2020	
VERD - Income Verification Form for Dependent Students Please click on the requirement above. Print and complete the Income Verification Form for Dependent Students. Once you have completed the document linked above, you can scan and upload the file. Electronically by clicking: Upload VERD - Income Verification Form for Dependent Students. Allow up to three business days for the status of this requirement to be updated once you upload the file.	Student Action Required	Mar 17, 2020	

STEP 2: COMPLETE THE UNSATISFIED REQUIREMENTS

Household Size Verification Form

- ☐ Read the instructions under the requirement title
- ☐ Click the document hyperlink (in red) to open the form
- ☐ Print and complete the form
 - Be sure to respond to ALL sections
 - Be sure you and at least one parent sign the form
- ☐ Submit the form (see instructions below)

Income Verification Form

- ☐ Read the instructions under the requirement title
- ☐ Click the document hyperlink (in red) to open the form
- ☐ Print and complete the form
 - Be sure to respond to ALL sections; if the answer is zero, respond with zero
 - Be sure you and at least one parent sign the form
- ☐ Submit the form (see instructions below)

Parent 2018 Tax Return

- ☐ Read the instructions under the requirement title
- ☐ **If your parent(s) filed** a 2018 Federal tax return, do one of the following:
 - Obtain a signed and dated copy of your parent(s) 2018 Federal Tax Return, or
 - Obtain your parent(s) IRS issued 2018 Tax Return Transcript (obtained from irs.gov)
- ☐ **If your parent(s) did not file** a 2018 Federal tax return, do the following:
 - Have your parent complete the Verification of Non Filing form (request from our office)
 - Obtain your parent(s) 2018 W2s for any income from work
- ☐ Submit your parent(s) tax return/tax transcript, Verification of Non Filing form and/or W2(s), as applicable (see instructions below)

Student 2018 Tax Return

- ☐ Read the instructions under the requirement title
- ☐ **If you filed** a 2018 Federal tax return, do one of the following:
 - Obtain a signed and dated copy of your 2018 Federal Tax Return, or
 - Obtain your IRS issued 2018 Tax Return Transcript (obtained from irs.gov)
- ☐ **If you did not file** a 2018 Federal tax return, do the following:
 - Verify your non-filer status on the Income Verification Form
 - Obtain your 2018 W2s for any income from work
- ☐ Submit your tax return/transcript and/or W2(s), as applicable (see instructions below)

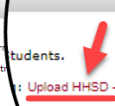
Other Unsatisfied Requirements

- ☐ Complete any other “Unsatisfied Requirements,” such as Admission
- ☐ Complete any outstanding Scholarship Terms and Conditions, such as Presidential/Deans/University or Honors
- ☐ Call or visit us if you need help or have questions

STEP 3: SUBMIT THE REQUIRED FORMS/DOCUMENTS

OPTION 1: Upload – Secure & Fast!

- ☐ Scan and save the form/document as a PDF or TIF
(NOTE: Most mobile devices have the ability to scan/save)
- ☐ Select “Upload XXX (form name)” under each unsatisfied requirement (you will be redirected to Etrieve)
- ☐ From Etrieve, select “Click here to select your Aid Year” and choose the Aid Year 2020-2021
- ☐ Enter your Daytime Phone, Read and “check the box” for the confirmation statement, Select “Attachments”
- ☐ From Attachments, select “Upload File,” find and attach your saved form/document
- ☐ Once upload is complete, the attachment will appear in the prompt box; choose Submit to complete the upload
- ☐ Close Etrieve

Unsatisfied Requirements			
Requirement		Status	As of Date
HHSD - Household Size Verification for Dependent Students Please click on the requirement above. Print and complete the Household Size Verification Form for Dependent Students. Once you have completed the document linked above, you can scan and submit your file electronically by clicking: Upload HHSD - Household Size Verification Form for Dependent Students.		Student Action Required	Mar 17, 2020
TAXP - Parent 2018 Tax Return The following is acceptable for verifying your parent(s) 2018 tax information: 1) a signed and dated copy of a 2018 federal income tax return (Form 1040, 1040-E, or 1040-S) or 2) an IRS issued 2018 Tax Return Transcript (including all schedules). If you have not filed a 2018 federal income tax return, please see the verification form for further instructions. Once you have reviewed the instructions in the link above, you can scan and submit your file electronically by clicking: Upload TAXP - Parent 2018 Tax Return Transcript.		Student Action Required	Mar 17, 2020
VERD - Income Verification Form for Dependent Students Please click on the requirement above. Print and complete the Income Verification Form for Dependent Students. Once you have completed the document linked above, you can scan and submit your file electronically by clicking: Upload VERD - Income Verification Form for Dependent Students.		Student Action Required	Mar 17, 2020

etrieve | CENTRAL

Flow

Inbox

Activity

Forms

Forms

Drafts

Forms

Search

Financial Aid

DRAFT - Draft Registration Status

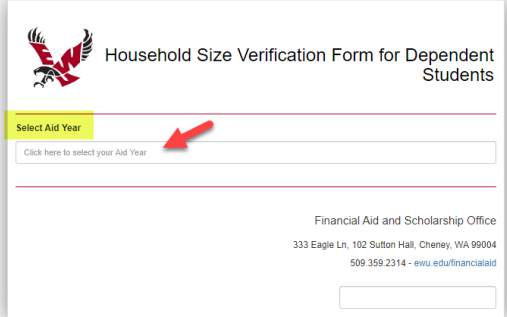
HHSD - Household Size Verification Form for Dependent St...

TAXS - Student Tax Return Transcript

TAXSS - Student Spouse Federal Tax Transcript

TXNFP - Parent Verification of Non-Filing Letter

VERD - Income Verification Form for Dependent Students



Household Size Verification Form for Dependent Students

Select Aid Year

Click here to select your Aid Year

Financial Aid and Scholarship Office
333 Eagle Ln, 102 Sutton Hall, Cheney, WA 99004
509.359.2314 - ewu.edu/financialaid

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Flow

Inbox

Activity

Forms

Drafts

Forms

DEPU - Filed FAFSA as Independent due to Unaccompani...

DEPWRD - Independent due to Ward of Court/Orphan/Fo...

DISCHG - NSLDS Match - Prior Discharged Loans

DRAFT - Draft Registration Status

GENDER - Gender Verification

HHSD - Household Size Verification for Dependent Stude...

HHSI - Household Size Verification for Independent Stude...

HSCH - Verification of High School Completion

LTRP - Letter from Parent

LTRS - Letter from Student

MARP - Parent Marital Status Verification Form

MARS - Student Marital Status Verification Form

NEEDAS - Needs Assessment Form

NRBRZ - Accept Bronze Eagle Scholarship Terms and Con...

NRDOC - Residency Proof - Other Document

NRGLD - Accept Golden Eagle Scholarship Terms and Con...

NRID - Residency Proof - State Driver's License or ID

NRRW - Acceptance of Red & White Award Terms and Co...

Household Size Verification for Dependent Students

Select Aid Year

Aid Year 2020-2021

Personal Information

First Name

Last Name

NetID

Email

Daytime Phone

Instructions to submit the document:

1. Attach your completed Household Size Verification Form for Dependent Students by clicking "Attachments" below.

2. Click "Submit" below.

3. If you have other documents you need to submit, close this page and return to the [Student Requirements page](#) to use each document-specific link, or contact Financial Aid for assistance.

☐

By checking this box, I (we) certify that all of the information reported on this form is complete and correct. I understand the importance of maintaining current contact information in [Inside EWU](#). I further understand the Financial Aid Office is under no obligation to approve this request and the decision cannot be appealed to the Department of Education. If you purposely give false or misleading information on this form, you may be fined, sentenced to jail or both.

Submit

Attachments

Download

Print

Attachments

CLOSE

Upload File(s)

Submit

Attachments

Download

Print

Attachments

CLOSE

J Student Household Form.pdf

03-17-2020, 4:52 pm

No Description

Upload File(s)

Submit

Attachments

Download

Print

OPTION 2: Send by US Mail

- ☐ Make and retain copies for your records before mailing
- ☐ Mail to EWU Financial Aid, 102 Sutton Hall, Cheney, WA, 99004

OPTION 3: Send by Fax

- ☐ Retain copies for your records
- ☐ Fax to EWU Financial Aid at 509.359.4330



EASTERN WASHINGTON UNIVERSITY

SAMPLE

2020-2021 Household Size Verification Form for Dependent Students

Joe Student

00123456

Student Name (please print)

NetID

Follow the directions provided in each section below to provide information about the people in your parents' household.

I. Student Information

List your name and date of birth below.

Full Name	Date of Birth - mm/dd/yyyy	College Attending in 2020-2021
Joe Student	09/29/2001	Eastern Washington University

II. Parent Information

List below your parent(s) whose information was provided on the FAFSA. If your parent has remarried, list stepparent information also.

Full Name	Date of Birth - mm/dd/yyyy	Relationship to Student
Martha Jones (example)	04/01/1970	Mother
Mom Student	05/05/1972	mother
Dad Student	03/03/1970	father

III. Sibling Information

List below only those siblings who meet one or both of the following:

- Your parent(s) will provide more than half of the sibling's financial support between July 1, 2020 and June 30, 2021.
- Your sibling attends college more than half-time, and your parent(s) are listed on that sibling's 2020-2021 FAFSA.

Full Name	Date of Birth - mm/dd/yyyy	Relationship to Student	College Attending in 2020-2021	Running Start/College in the High School
Mary Jones (example)	06/30/2001	Sister	Sample University	<input checked="" type="checkbox"/>
1. Sister Student	04/04/2008	sister	---	<input type="checkbox"/>
2. Brother Student	07/07/2009	brother	---	<input type="checkbox"/>
3.				<input type="checkbox"/>
4.				<input type="checkbox"/>
5.				<input type="checkbox"/>
6.				<input type="checkbox"/>

IV. Other Household Member Information

List below only those persons not already listed in a section above who meet all of the following:

- Currently lives with your parent(s) listed in Section II above.
- Your parent(s) listed in Section II above currently provide more than half of the person's financial support.
- Your parent(s) listed in Section II above will continue to provide more than half of the person's financial support between July 1, 2020 and June 30, 2021.

Full Name	Date of Birth - mm/dd/yyyy	Relationship to Student	College Attending in 2020-2021	Running Start/College in the High School
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>

I (we) certify that all of the information reported on this worksheet is complete and correct. I understand the importance of maintaining current contact information in InsideEWU at inside.ewu.edu.
The student and at least one parent must sign this form. Signatures must be handwritten.

WARNING: If you purposely give false or misleading information on this form, you may be fined, sentenced to jail or both.

Joe Student 01/01/2020
Student Signature Date

(509) 555-5555

Daytime Phone Number

Mom Student 01/01/2020
Parent/Stepparent Signature Date

Parent/Stepparent 2 Signature

Date

Financial Aid and Scholarship Office

Recommended Submission Method - Scan and securely upload online at inside.ewu.edu
Alternative Options - Fax: 509.359.4330 | Mail: 102 Sutton Hall, Cheney, WA 99004



SAMPLE

2020-2021 Income Verification Form
for Dependent Students

Joe Student
Student Name (please print)

00123456
NetID

I. 2018 Tax Information

A. Student Tax Information (select yes or no):

Have you, the student, filed a 2018 federal income tax return, or do you intend to file one?

- ☐ Yes; follow the instructions on the attached handout to submit your tax information to EWU. Complete Part III of this form below.
☒ No; I will not file and am not required to file a 2018 federal income tax return. Complete Part II of this form to list all employers and any income earned in 2018, and complete Part III of this form below.

B. FAFSA Parent Tax Information (select yes or no):

Have you, the parent, filed a 2018 federal income tax return, or do you intend to file one?

- ☒ Yes; follow the instructions on the attached handout to submit your tax information to EWU. Complete Part III of this form below.
☐ No; I will not file and am not required to file a 2018 federal income tax return. Follow the instructions on the attached handout to submit a Verification of Non-filing Letter to EWU, complete Part II of this form to list all employers and any income earned in 2018 for all FAFSA parents, and complete Part III of this form below.

II. 2018 Wages - to be completed by all non-tax filers only

If you have no income to report enter **none** under Employer's Name below. W-2s must be submitted with this form.

Employer's Name (from W-2 form)	Student Income	Parent Income
<u>None</u>	\$ <u>0</u>	\$
	\$	\$
	\$	\$

III. 2018 Untaxed Income

Students and parent(s) must fill out all sections below. Report annual amounts for 2018, not monthly amounts. If the answer is zero, please write 0. Do not leave any questions blank.

Source of Income	Student	Parent(s)
Child support received for any of your children. Don't include foster care or adoption payments.	\$ 0 /yr	\$ 0 /yr
Payments to tax-deferred pension and savings plans (paid directly or withheld from earnings), including amounts reported on the W-2 Form in Boxes 12a through 12d, codes D, E, F, G, H, and S.	\$ 0 /yr	\$ 1200 /yr
Untaxed portions of IRA distributions from IRS Form 1040-lines (15a minus 15b) or Form 1040A-lines (11a minus 11b). If all or a portion of the distribution was a rollover, enter the rollover amount here: \$	\$ 0 /yr	\$ 0 /yr
Untaxed portions of pensions from IRS Form 1040-lines (16a minus 16b) or Form 1040A-lines (12a minus 12b). If all or a portion of the distribution was a rollover, enter the rollover amount here: \$	\$ 0 /yr	\$ 0 /yr
Housing, food, and other living allowances paid to members of the military, clergy, and others (including cash payments and cash value of benefits). Don't include the value of on-base military housing or the value of a basic military allowance for housing (BAH). However, the amount provided for subsistence (BAS) should be reported.	\$ 0 /yr	\$ 0 /yr
Veteran's non-education benefits such as Disability, Death Pension, or Dependency & Indemnity Compensation (DIC) and/or VA Educational Work-Study allowances.	\$ 0 /yr	\$ 0 /yr
Other untaxed income not reported, such as workers' compensation, disability, etc. Also include the untaxed portions of health savings accounts from IRS Form 1040-line 25. Don't include extended foster care benefits, student aid, earned income credit, additional child tax credit, welfare payments, untaxed Social Security benefits, Supplemental Security Income, Workforce Investment Act educational benefits, combat pay, benefits from flexible spending arrangements (e.g., cafeteria plans), foreign income exclusion or credit for federal tax on special fuels.	\$ 0 /yr	\$ 0 /yr
Money received, or paid on your behalf (e.g., bills), not reported elsewhere on this form.	\$ 0 /yr	n/a

I (we) certify that all of the information reported on this form is complete and correct. I understand the importance of maintaining current contact information in InsideEWU at inside.ewu.edu.

The student and all parents listed on the FAFSA must sign below. Signatures must be handwritten.

WARNING: If you purposely give false or misleading information on this form, you may be fined, sentenced to jail or both.

Joe Student
Student Signature

01/01/2020
Date

Mom Student
Parent/Stepparent Signature

01/01/2020
Date

(509) 555-5555
Daytime Phone Number

Parent/Stepparent 2 Signature

Date

Financial Aid and Scholarship Office

Recommended Submission Method - Scan and securely upload online at inside.ewu.edu
Alternative Options - Fax: 509.359.4330 | Mail: 102 Sutton Hall, Cheney, WA 99004