



2022-2023 Dependent Verification Worksheet

Your <u>2022-2023</u> Free Application for Federal Student Aid (FAFSA) was selected for review in a process called verification. The law requires that we, as financial aid administrators, must complete verification before awarding Federal Student Aid. CFK must compare the information on your FAFSA to either the <u>2020 IRS Tax Return</u> <u>Transcripts OR the SIGNED copy of the 2020 tax return and all schedules</u> and/or with W-2 forms and/or other financial aid documents. If there are differences between your application information and your financial documents, your FAFSA may be corrected. Also, we may request additional information. You and your parent must sign and complete the worksheet, attach any required documents, and submit to the Financial Aid Office.

BE SURE TO:

• Complete the entire form. Do not leave anything blank. If not applicable, enter "N/A" or a "0".

A. Student Information

Last Name

First Name

M.I.

Email Address

Phone Number

CFK Student ID

B. Student Family Information (please check box that BEST describes the change in your situation)

List the family members in your household. Include:

- Yourself.
- Your parent(s) (including a stepparent) even if you don't live with your parent(s).
- Your parent(s)' other children if your parent(s) will provide more than half of their 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. Include children who meet either of these standards, even if they do not live with your parent(s).
- Other people if they now live with your parent(s) and your parent(s) provide more than half of their support and will continue to provide more than half of their support through June 30, 2023.
- Include the name of the college for any household member who will be enrolled at least half time in a degree or certificate program at a **postsecondary educational institution** any time between July 1, 2022 and June 30, 2023 excluding **your parents**.

Full Name	Age	Relationship	College	Will be Enrolled at Least Half Time? (Yes/No)
Missy Jones (example)	18	Sister	Central University	Yes
		Self	The College of the Florida Keys	

C. Student's Income Information to be Verified (only complete item 1 OR 2 based on your filing status)

1. TAX RETURN <u>FILERS</u>: - Important Note: If you filed, or will file, an <u>amended</u> 2020 IRS tax return, you must submit your 2020 IRS tax transcript AND amended tax return (IRS Form 1040X).

□ <u>I have used or will use</u> the IRS Data Retrieval Tool in FAFSA on the Web to retrieve and transfer 2020 IRS income tax return information into my FAFSA.

□ I am <u>unable or choose not to use</u> the IRS Data Retrieval Tool in FAFSA on the Web, and I must submit a 2020 IRS tax return transcript OR a SIGNED copy of a 2020 IRS tax return and all schedules.

Options for obtaining a 2020 IRS Tax Return Transcript:

- View and print immediately at: http://www.irs.gov/Individuals/Get-Transcript
- Call 1-800-908-9946
- Complete Form 4506-T and mail or fax to address given: https://www.irs.gov/uac/About-Form-4506T
- 2. TAX RETURN <u>NONFILERS</u>: Complete this section if you will not file and are not required to file a 2020 income tax return with the IRS.

 \Box I was not employed and had no income earned from work in 2020.

□ I was employed in 2020 and have listed below the names of all my employers, the amount earned from each employer in 2020, and I have attached the required IRS W-2 form for wages earned. *List every employer even if they did not issue an IRS W-2 form.*

Employer's Name	IRS W2 Provided?	2020 Annual Income Earned \$2,000.00(example)	
Sandy's Auto Body Shop (example)	Yes		
		\$	
		\$	
		\$	
		\$	
	Total Income Earned From Work	\$	

D. Parent's Income Information to be Verified (only complete item 1 OR 2 based on your filing status)

<u>Please Note:</u> The instructions below apply to each parent reported in Section B of this worksheet. If your parents filed separate IRS income tax returns for 2020 or had a change in marital status after the end of 2020 tax year on December 31, 2020, submit an IRS tax transcript for each parent.

- 1. TAX RETURN <u>FILERS</u>: Important Note: If your parent(s), filed or will file, an <u>amended</u> 2020 IRS tax return, your parent(s) must submit their 2020 IRS tax transcript AND amended tax return (IRS Form 1040X).
- □ My parents <u>have used or will use</u> the IRS Data Retrieval Tool in FAFSA on the Web to transfer 2020 IRS information into my FAFSA.
- □ My parents are <u>unable or choose not to</u> use the IRS Data Retrieval Tool in FAFSA on the Web, and instead, will provide their 2020 IRS tax return transcript OR a SIGNED copy of a 2020 IRS tax return and all schedules.

Options for obtaining a 2020 IRS Tax Return Transcript:

- View and print immediately at: http://www.irs.gov/Individuals/Get-Transcript
- Call 1-800-908-9946
- Complete Form 4506-T and mail or fax to address given: https://www.irs.gov/uac/About-Form-4506T

2. TAX RETURN <u>NONFILERS</u> - Complete this section if your parent(s) <u>will not file and are not required to file</u> a 2020 income tax return with the IRS.

□ Neither parent was employed nor had any income earned from work in 2020.

□ My parent(s) was employed in 2020 and have listed below the names of all the employers, the amount earned from each employer in 2020, and have attached an IRS W-2 form for wages earned. *List every employer even if they did not issue an IRS W-2 form.*

Employer's Name	IRS W2 Provided?	2020 Annual Income Earned	
Sandy's Auto Body Shop (example)	Yes	\$2,000.00(example)	
		\$	
		\$	
		\$	
	Total Income Earned From Work	\$	

E. Confirmation of Student Identity

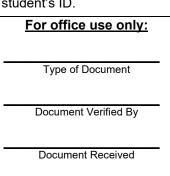
You must appear in person at The College of the Florida Keys to verify your identity by presenting valid government-issued photo identification (ID), such as, but not limited to: a driver's license, other state-issued ID, or passport. The institution will maintain a copy of the student's photo ID that is annotated with the date it was received and the name of the official at the institution authorized to collect the student's ID.

□ A copy of student's driver's license

 \Box A copy of the student's US Passport

□ Certificate of Naturalization

 \Box Other official government issued ID



F. Statement of Educational Purpose

I certify that I am the individual signing this Statement of Educational Purpose and that the federal student financial assistance I may receive will only be used for educational purposes and to pay the cost of attending at The College of the Florida Keys for 2022-23

_____I do here by acknowledge I have read the above statement and attest is true. (Initial)

G. Certification and Signatures

You and your parent (if applicable) whose information was provided on the FAFSA must sign and date this worksheet. Each person signing this worksheet certifies that all of the information reported on it is complete and correct. **Note: Electronic/typed signatures are not acceptable.**

Student Signature	Date
Parent Signature	Date

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

Do not mail this worksheet to the U.S. Department of Education.

Submit this worksheet to the Financial Aid Office