



# 2023-2024 Independent Verification Worksheet

Your <u>2023-24</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>2021 IRS Tax Return</u> <u>Transcripts OR the SIGNED copy of the 2021 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 / Your Spouse 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. <u>Student Information</u>

Last Name

First Name

M.I.

Email Address

Phone Number

CFK Student ID

## B. <u>Student Family Information</u> (please provide the information that best describes your situation)

List the family members in your household. Include:

- Yourself.
- Your spouse if you were married the day you filed the FAFSA.
- Your dependent children if you will provide more than half of their support from July 1, 2023 through June 30, 2024.
- Other people if they now live with you and you provide more than half of their support and will continue to provide more than half of their support from July 1, 2023 through June 30, 2024.

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> 2021 IRS tax return, you must submit your 2021 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 2021 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 2021 IRS tax return transcript OR a SIGNED copy of a 2021 IRS tax return and all schedules.

Options for obtaining a 2021 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 2021 income tax return with the IRS.
  - $\Box$  I was not employed and had no income earned from work in 2021.
  - □ I was employed in 2021 and have listed below the names of all my employers, the amount earned from each employer in 2021, 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?	2021 Annual Income Earned	
Sandy's Auto Body Shop (example)	Yes	\$2,000.00(example)	
		\$	
		\$	
		\$	
		\$	
	Total Income Earned From Work	\$	

#### D. Certification and Signatures

You and your spouse (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\_\_\_\_\_ Date\_\_\_\_\_

Spouse 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