



Your **2025-2026** 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 **2023 IRS Tax Return Transcripts OR the SIGNED copy of the 2023 tax return and all schedules** 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.

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

Last Name	First Name	M.I.
Email Address	Phone Number	CFK Student ID

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, 2025, through June 30, 2026, or if the other children would be required to provide parental information if they were completing a FAFSA for 2025-2026. 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, 2026.
- 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, 2025, and June 30, 2026, excluding **your parents.**

[illegible]

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

- 1. TAX RETURN FILERS: - Important Note:** If you filed, or will file, an amended 2023 IRS tax return, you must submit your 2023 IRS tax transcript AND amended tax return (IRS Form 1040X).

☐ **I have used or will use** the IRS Data Retrieval Tool in FAFSA on the Web to retrieve and transfer 2023 IRS income tax return information into my FAFSA.

☐ I am **unable or choose not to use** the IRS Data Retrieval Tool in FAFSA on the Web, and I must submit a **2023 IRS tax return transcript OR a SIGNED copy of a 2023 IRS tax return and all schedules.**

Options for obtaining a 2022 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 NONFILERS:** Complete this section if you **will not file** and **are not required to file** a 2023 income tax return with the IRS.

☐ I was not employed and had no income earned from work in 2023.

☐ I was employed in 2023 and have listed below the names of all my employers, the amount earned from each employer in 2023, 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
<b>Sandy's Auto Body Shop (example)</b>	Yes	\$2,000.00(example)
		\$
		\$
		\$
		\$
	<b>Total Income Earned from Work</b>	\$

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

**Please Note:** *The instructions below apply to each parent reported in Section B of this worksheet. If your parents filed separate IRS income tax returns for 2023 or had a change in marital status after the end of 2023 tax year on December 31, 2023, submit an IRS tax transcript for each parent.*

- 1. TAX RETURN FILERS: - Important Note:** If your parent(s), **filed or will file**, an amended 2023 IRS tax return, your parent(s) must submit their 2023 IRS tax transcript AND amended tax return (IRS Form 1040X).

☐ My parents **have used or will use** the IRS Data Retrieval Tool in FAFSA on the Web to transfer 2023 IRS information into my FAFSA.

☐ My parents are **unable or choose not to** use the IRS Data Retrieval Tool in FAFSA on the Web, and instead, will provide their **2023 IRS tax return transcript OR a SIGNED copy of a 2023 IRS tax return and all schedules.**

Options for obtaining a 2023 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 NONFILERS** - Complete this section if your parent(s) **will not file and are not required to file** a 2023 income tax return with the IRS.

☐ Neither parent was employed nor had any income earned from work in 2023.

☐ My parent(s) was employed in 2023 and have listed below the names of all the employers, the amount earned from each employer in 2023, 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?	2021 Annual Income Earned
<b>Sandy's Auto Body Shop (example)</b>	Yes	\$2,000.00(example)
		\$
		\$
		\$
	<b>Total Income Earned from Work</b>	\$

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
- ☐ A copy of the student's US Passport
- ☐ Certificate of Naturalization
- ☐ Other official government issued ID

**For office use only:**

\_\_\_\_\_  
Type of Document

\_\_\_\_\_  
Document Verified By

\_\_\_\_\_  
Document Received

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 2025-26.

\_\_\_\_\_ 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 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*