



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 spouse 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 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, 2025 through June 30, 2026.
- 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, 2025 through June 30, 2026.

[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 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 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><i>Sandy's Auto Body Shop (example)</i></b>	Yes	<b><i>\$2,000.00(example)</i></b>
		\$
		\$
		\$
		\$
	<b><i>Total Income Earned From Work</i></b>	\$

**D. 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

<b><u>For office use only:</u></b>
_____
Type of Document
_____
Document Verified By
_____
Document Received

**E. 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 2025-2026.

\_\_\_\_\_ I do here by acknowledge I have read the above statement and attest is true.

(Initial)

**F. Certification and Signatures**

You and your spouse 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** \_\_\_\_\_

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

**G. Notary**

**THIS DOCUMENT MUST BE NOTARIZED UNLESS THE STUDENT COMPLETES SECTION F IN THE OFFICE OF FINANCIAL AID SERVICES.**

State of \_\_\_\_\_

City/County of \_\_\_\_\_

On this, the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, before me \_\_\_\_\_  
Notary's name

Personally appeared \_\_\_\_\_ and proved to me on the basis of satisfactory evidence of  
Printed name of signer

identification \_\_\_\_\_ to be the above named person who signed the  
(type of unexpired government-issued ID provided

forgoing instrument.

In witness hereof, I hereunto set my hand and official seal.

\_\_\_\_\_  
Notary Public

Document verified \_\_\_\_\_

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

***Submit this worksheet to the Office of Financial Aid***