



## 2023-2024 Dependent Verification Worksheet

Your <u>2023-2024</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 and your parent must sign and complete the worksheet, attach any required documents, and submit to the Financial Aid Office.

## **BE SURE TO:**

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)

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

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, 2023, through June 30, 2024, or if the other children would be required to provide parental information if they were completing a FAFSA for 2023-2024. 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, 2024.
- 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, 2023, and June 30, 2024, 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.	<u>Stı</u>	udent's Income Information to be Verified (only complete item 1 OR 2 based on your filing status)				
	1.	<ol> <li>TAX RETURN <u>FILERS</u>: - Important Note: If you filed, or will file, an <u>amended</u> 2021 IRS tax return, your submit your 2021 IRS tax transcript AND amended tax return (IRS Form 1040X).</li> </ol>				
	☐ <u>I have used or will use</u> the IRS Data Retrieval Tool in FAFSA on the Web to retrieve and transfel 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 m 2021 IRS tax return transcript OR a SIGNED copy of a 2021 IRS tax return and all schedu					
	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/u4506T					
	2.	<b>TAX RETURN NONFILERS</b> : 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. <i>List every employer even if they did not issue an IRS W-2 form.</i>				
		Employer's Name	IRS W2 Provided?	2021 Annual Income Earned		
	S	andy's Auto Body Shop (example)	Yes	\$2,000.00(example)		
				\$		
				\$		
				\$		
				\$		
			Total Income Earned from Work	\$		
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 2021 or had a change in marital status after the end of 2021 tax year on December 31, 2021, submit an IRS tax transcript for each parent.					
	<ol> <li>TAX RETURN <u>FILERS</u>: - Important Note: If your parent(s), filed or will file, an <u>amended</u> 2021 IRS tax return, your parent(s) must submit their 2021 IRS tax transcript AND amended tax return (IRS Form 1040X).</li> </ol>					
	☐ My parents <a href="https://example.com/have used or will use">have used or will use</a> the IRS Data Retrieval Tool in FAFSA on the Web to transfer 2021 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 <b>2021 IRS tax return transcript OR a SIGNED copy of a 2021 IRS tax return and all schedules.</b>				
	Ор	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

	<ol> <li>TAX RETURN <u>NONFILERS</u> - Complete this se a 2021 income tax return with the IRS.</li> </ol>	ection if your parent(s) will	not file	and are not required to file	
	☐ Neither parent was employed nor had any income earned from work in 2021.				
	My parent(s) was employed in 2021 and have listed below the names of all the employers, the amount earned from each employer in 2021, and have attached an IRS W-2 form for wages earned. List every employer ever if they did not issue an IRS W-2 form.				
	Employer's Name IRS W2 Provided? 2021 Annual Income				
	Sandy's Auto Body Shop (example)	Yes		\$2,000.00(example)	
				\$	
				\$	
				\$	
		Total Income Earned from	Work	\$	
E.	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 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.			nse, other state-issued ID, or ed with the date it was t's ID.	
	$\square$ A copy of student's driver's license		<u>Fo</u>	r office use only:	
	$\square$ A copy of the student's US Passport			Type of Document	
	☐ Certificate of Naturalization				
	☐ Other official government issued ID			Occument 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 2023-24 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 informat worksheet. Each person signing this worksheet cercorrect. Note: Electronic/typed signatures are not significant to the signature of the signature o	rtifies that all the information		•	
Stu	udent Signature	Date	e		
Pa	rent Signature	Date	<b>.</b>		

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.