

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 2019 IRS tax return, you must submit your 2019 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 2019 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 **2019 IRS tax return transcript OR a SIGNED copy of a 2019 IRS tax return and all schedules.**

Options for obtaining a 2019 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 2019 income tax return with the IRS.

I was not employed and had no income earned from work in 2019.

I was employed in 2019 and have listed below the names of all my employers, the amount earned from each employer in 2019, 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?	2019 Annual Income Earned
Sandy'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 2018 or had a change in marital status after the end of 2019 tax year on December 31, 2019, submit an IRS tax transcript for each parent.*

1. TAX RETURN FILERS: - **Important Note:** If your parent(s), **filed or will file**, an amended 2019 IRS tax return, your parent(s) must submit their 2019 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 2019 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 **2019 IRS tax return transcript OR a SIGNED copy of a 2019 IRS tax return and all schedules.**

- The College of the Florida Keys
- 5901 College Road, Key West, FL 33040
- (Fax) 305.292.5166
- Email: financialaid@cfk.edu
- Web: <https://www.cfk.edu/paying-for-college/financial-aid/>

Options for obtaining a 2019 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 2019 income tax return with the IRS.

- Neither parent was employed nor had any income earned from work in 2019.
- My parent(s) was employed in 2019 and have listed below the names of all the employers, the amount earned from each employer in 2019, 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?	2019 Annual Income Earned
Sandy's Auto Body Shop (example)	Yes	\$2,000.00(example)
		\$
		\$
		\$
		\$
	Total Income Earned From Work	\$

E. High School Completion Status

Please indicate which one of the following documents was provided to the Enrollment Office to verify high school completion status for the 2021-2022 academic year.

- A copy of student's high school diploma.
- Final official high school transcript that indicates the student's graduation date.
- A copy of your General Educational Development (GED) certificate or GED transcript with acceptable GED scores.
- An official college transcript that indicates the student successfully completed at least a two-year program that is acceptable for full credit toward a bachelor's degree.
- If state law doesn't require homeschooled student to obtain a secondary school completion credential for homeschool (other than high school diploma or it's recognized equivalent), a transcript or the equivalent, signed by your parent or guardian, that lists the secondary courses you completed and documents the successful completion of secondary school education in a homeschool setting.
- International Evaluation Credentials showing equivalency of U.S. high school graduation.

<u>For office use only:</u>

Type of Document

Document Verified By

Document Received

Other: _____

- The College of the Florida Keys
- 5901 College Road, Key West, FL 33040
- (Fax) 305.292.5166
- Email: financialaid@cfk.edu
- Web: <https://www.cfk.edu/paying-for-college/financial-aid/>

F. 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

<u>For office use only:</u>

Type of Document

Document Verified By

Document Received

G. 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 2021-2022.

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

H. Certification and Signatures

You and your parent 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.

I. **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.

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- 5901 College Road, Key West, FL 33040
- (Fax) 305.292.5166
- Email: financialaid@cfk.edu
- Web: <https://www.cfk.edu/paying-for-college/financial-aid/>