

# 2021-2022 Dependent Verification Worksheet



Your <u>2021-2022</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>2019 IRS Tax Return</u> <u>Transcripts OR the SIGNED copy of the 2019 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:**

• (	Complete the entire form.	Do not leave anyth	<b>hing blank</b> . If not a	applicable, e	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. Student Family Information (please provide the information that best describes your situation)

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, 2021 through June 30, 2022, or if the other children would be required to provide parental information if they were completing a FAFSA for 2021-2022. 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, 2022.
- 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, 2021 and June 30, 2022 excluding **your parents**.

Full Name	Age	Relationship	College	Will be Enrolled at Least Half Time
Missy Jones (example)	18	Sister	Central University	Yes
		Self	The College of the Florida Keys	

C.	<u>Stı</u>	dent's Income Information to be Verified (or	nly complete item 1 <b>OR</b> 2 based	I 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).				
		☐ <u>I have used or will use</u> 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 subm 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-				
	2.	<ul><li>4506T</li><li>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.</li></ul>				
		$\Box$ 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. <i>List every employer even if they did not issue an IRS W-2 form.</i>				
		Employer's Name	IRS W2 Provided?	2019 Annual Income Earned		
	S	andy's Auto Body Shop (example)	Yes	\$2,000.00(example) \$		
				·		
				\$		
				\$		
				\$		
			Total Income Earned From Work	\$		
D.	Ple file	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 <u>FILERS</u> : - Important Note: If your parent(s), filed or will file, an <u>amended</u> 2019 IRS tax return, your parent(s) must submit their 2019 IRS tax transcript AND amended tax return (IRS Form 1040X).					
	☐ 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 2019 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 2019 IRS tax return transcript OR a SIGNED copy of a 2019 IRS tax return and all schedules.					
	•	<ul><li>The College of the Florida Keys</li><li>(Fax) 305.292.5166</li><li>Email: <a href="mailto:financialaid@cfk.edu">financialaid@cfk.edu</a></li></ul>	<ul> <li>5901 College Road, Key West, FL 33040</li> <li>Web: https://www.cfk.edu/paying-i</li> </ul>			

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

<ol> <li>TAX RETURN <u>NONFILERS</u> - Complete this se a 2019 income tax return with the IRS.</li> </ol>	ection if your parent(s) will not fil	e and are not required to file
□ Neither parent was employed nor had any incor	ne earned from work in 2019.	
☐ My parent(s) was employed in 2019 and have liften each employer in 2019, and have attached 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	\$
high school completion status for the 2021-2022 at	<u> </u>	For office use only:
☐ Final official high school transcript that indicates student's graduation date.	s the	Type of Document
□ A copy of your General Educational Development (GED) certificate or GED transcript with acceptable GED scores.		Document Verified By
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.		Document Received
☐ If state law doesn't require homeschooled stude homeschool (other than high school diploma or signed by your parent or guardian, that lists the successful completion of secondary school edu	it's recognized equivalent), a transecondary courses you complete	nscript or the equivalent,
☐ International Evaluation Credentials showing eq of U.S. high school graduation.	uivalency	
Other:	<del></del>	

- The College of the Florida Keys 5901 College Road, Key West, FL 33040
- (Fax) 305.292.5166

E.

- Email: <a href="mailto:financialaid@cfk.edu">financialaid@cfk.edu</a> Web: https://www.cfk.edu/paying-for-college/financial-aid/

	government-issued photo identification (ID), such as, but not limited to: a c passport. The institution will maintain a copy of the student's photo ID that received and the name of the official at the institution authorized to collect	is annotated with the date it was
	☐ A copy of student's driver's license	For office use only:
	$\square$ A copy of the student's US Passport	Type of Document
	☐ Certificate of Naturalization	
	☐ Other official government issued ID	Document Verified By
		Document Received
	I certify that I am the individual signing this Statement of Educational Purp financial assistance I may receive will only be used for educational purpose. The College of the Florida Keys for 2021-2022. I do here by acknowledge I have read the above statement and (Initial)	ses and to pay the cost of attending at
н.	Certification and Signatures You and your parent whose information was provided on the FAFSA must person signing this worksheet certifies that all of the information reported Note: Electronic/typed signatures are not acceptable.	
Stu	dent Signature	Date
Pai	rent Signature	Date

You must appear in person at The College of the Florida Keys to verify your identity by presenting valid

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

F. Confirmation of Student Identity

## 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, theday of, 20	_, before me Notary's name
Personally appeared Printed name of signer	and proved to me on the basis of satisfactory evidence of
identification(type of unexpired government-issue	to be the above named person who signed the ed ID provided
forgoing instrument.	
In witness hereof, I hereunto set my hand and offi	icial 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.