



# 2024-2025 Dependent Verification Worksheet

Your **2024-2025** 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 **2022 IRS Tax Return Transcripts OR the SIGNED copy of the 2022 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.

#### **BE SURE TO:**

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

## A. Student Information

Last Name

First Name

M.I.

Email Address

Phone Number

CFK Student ID

#### B. Student Family Information (please check the box that BEST describes the change in 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, 2024, through June 30, 2025, or if the other children would be required to provide parental information if they were completing a FAFSA for 2024-2025. 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, 2025.
- 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, 2024, and June 30, 2025, 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>Student's Income Information to be Verified</u> (only complete item 1 OR 2 based on your filing status)
  - 1. TAX RETURN <u>FILERS</u>: Important Note: If you filed, or will file, an <u>amended</u> 2022 IRS tax return, you must submit your 2022 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 2022 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 must submit a 2022 IRS tax return transcript OR a SIGNED copy of a 2022 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 <u>NONFILERS</u>: Complete this section if you will not file and are not required to file a 2022 income tax return with the IRS.
  - □ I was not employed and had no income earned from work in 2022.
  - □ I was employed in 2022 and have listed below the names of all my employers, the amount earned from each employer in 2022, 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?	<b>2021 Annual Income Earned</b> \$2,000.00(example)	
Sandy's Auto Body Shop (example)	Yes		
		\$	
		\$	
		\$	
		\$	
	Total Income Earned From Work	\$	

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

<u>Please Note:</u> The instructions below apply to each parent reported in Section B of this worksheet. If your parents filed separate IRS income tax returns for 2022 or had a change in marital status after the end of 2022 tax year on December 31, 2022, 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> 2022 IRS tax return, your parent(s) must submit their 2022 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 2022 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 2022 IRS tax return transcript OR a SIGNED copy of a 2022 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 <u>NONFILERS</u> Complete this section if your parent(s) <u>will not file and are not required to file</u> a 2022 income tax return with the IRS.
- □ Neither parent was employed nor had any income earned from work in 2022.
- □ My parent(s) was employed in 2022 and have listed below the names of all the employers, the amount earned from each employer in 2022, 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 \$2,000.00(example)	
Sandy's Auto Body Shop (example)	Yes		
		\$	
		\$	
		\$	
		\$	
	Total Income Earned From Work	\$	

### E. <u>Certification and Signatures</u>

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 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.

Do not mail this worksheet to the U.S. Department of Education. Submit this worksheet to the Financial Aid Office