

C. Tax filers – complete this section:

If you are unable to, or choose not to, use the IRS Data Retrieval Tool (described on page 1 of this form) then you must submit a copy of your 2013 IRS Tax Return Transcript. Copies of tax returns (IRS 1040, 1040A, 1040EZ) will no longer be accepted with exception of tax returns from Puerto Rico or foreign income tax returns. To obtain a 2013 IRS Tax Return Transcript, go to <http://www.irs.gov/Individuals/Get-Transcript> and select an option of printing a past transcript online or request it to be mailed to you. If you amended your tax return after you filed, you must provide a signed copy of the original 2013 IRS income tax that was filed with the IRS or a 2013 IRS ACCOUNT TRANSCRIPT and a signed copy of the 2013 IRS Form 1040X, "Amended U.S. Individual Tax Return" that was filed with the IRS. A victim of IRS identity theft who is not able to obtain a 2013 IRS Tax Return Transcript or use the IRS DRT must contact the IRS at 1-800-908-4490. Upon authentication of the tax filer's identity, the IRS will provide, by U.S. Postal Service, a printout of the tax filer's 2013 IRS income tax return information.

DEPENDENT STUDENTS

Submit a copy of your and your legal parent(s)' 2013 IRS Tax Return Transcripts if you did not retrieve and transfer your income tax information using the IRS Data Retrieval Process when you completed your FAFSA on the Web.

INDEPENDENT STUDENTS

Submit a copy of your (and your spouse's, if married), 2013 Tax Return Transcripts if you did not retrieve and transfer your income tax information using the IRS Data Retrieval Process when you completed your FAFSA on the Web

D. Section 3: Non-tax filers – complete this section:

If you, your legal parent(s), and/or your spouse did not file and are not required to file a US Federal Income Tax Return, you must list below all employers and any income received in 2013 for you, your legal parent(s), and/or your spouse. 2013 W-2 form(s), IRS Wage and Income Statement(s), and 2013 IRS non-filer statement(s) will be requested. If you did not file a tax return and are required to as stated in IRS Publication 17, your financial aid file will be incomplete until you file and submit a copy of your IRS Tax Return Transcript to FKCC's Financial Aid Office.

Student: I did not file and I am not required to file. You must attach copies of your W-2 form(s) or IRS Wage and Income Statement or IRS Verification of Non-Filing.

List your employer(s) and total income earned in 2013 below. DO NOT LEAVE BLANK. Enter "NONE" and "0" if you did not work.

Employer(s): _____ Total 2013 Income: \$ _____

Parent(s): I did not file and I am not required to file. You must attach copies of your W-2 form(s) or IRS Wage and Income Statement or IRS Verification of Non-Filing.

List your employer(s) and total income earned in 2013 below. DO NOT LEAVE BLANK. Enter "NONE" and "0" if you did not work.

Employer(s): _____ Total 2013 Income: \$ _____

Spouse: I did not file and I am not required to file. You must attach copies of your W-2 form(s) or IRS Wage and Income Statement or IRS Verification of Non-Filing.

List your employer(s) and total income earned in 2013 below. DO NOT LEAVE BLANK. Enter "NONE" and "0" if you did not work.

Employer(s): _____ Total 2013 Income: \$ _____

Student Name _____ ID Number _____

E. Household Resources

Please provide the appropriate amount paid or received household resources for the year 2013 below. If any item does not apply enter "0" in an area where an amount is requested. **DO NOT LEAVE ANY SECTIONS BLANK.**

DEPENDENT STUDENTS: Student must complete "Student" section and "Parent" section.

INDEPENDENT STUDENTS: Student must complete "Student" section only (if married please apply your and your spouse's information under the same section combining the total amount requested).

| STUDENT/ SPOUSE | 2013 HOUSEHOLD RESOURCES | PARENT |
|--------------------|---|--------|
| \$ | Payments to tax-deferred pension and retirement savings plans (paid directly, or withheld from earnings), including, but not limited to amounts reported on the W-2 forms in Boxes 12a through 12d, codes D, E, F, G, H, and S. Don't include amounts reported in code DD (employer contribution toward employee health benefits). | \$ |
| \$ | Child support received for all children. Don't include foster care or adoption payments. | \$ |
| \$ | Housing, food and other living allowances paid to members of the military, clergy and others (including cash payments and cash value of benefits). Don't include the value of on-base military housing or the value of basic military allowance for housing. | \$ |
| \$ | Veterans non-education benefits, such as Disability, Death Pension, or Dependency & Indemnity Compensation (DIC) and/or VA Educational Work-Study allowances. | \$ |
| \$ | Other untaxed income or benefits not reported elsewhere on this form, such as worker's compensation, disability, etc. Also include the untaxed portions of health savings accounts from IRS 1040-Line 25. Don't include extended foster care benefits, student aid, earned income credit, additional child tax credit, welfare payments, untaxed Social Security benefits, Supplemental Security Income, Workforce, Investment Act educational benefits, on-base military housing or a military housing allowance, combat pay, benefits from flexible pending arrangements (e.g., cafeteria plans), foreign income exclusion or credit for federal tax on special fuel. | \$ |
| \$ | Money received, or paid on your behalf (e.g. bills), not reported elsewhere on this form. This includes money that you received from a parent whose financial information is not reported on this form and that is part of a legal child support agreement. | \$ |

NOTE: If we have reason to believe that the information above is not accurate, we may require additional documentation.

Provide a statement below how you supported yourself in the year 2013 if your total household resources and income are \$0.00. Note: If you are a dependent student and your parent's household resources and income are \$0.00 your parent must provide the statement of support.

Statement of Support:

F. Other Information to Be Verified

1. FOOD STAMP/SUPPLEMENTAL NUTRITION ASSISTANCE PROGRAM (SNAP)

| Student | Food Stamps/SNAP | Parent(s)/Spouse |
|------------|---|------------------|
| Yes | In 2013 or 2014, did you, your spouse, your parent(s) or anyone in your or your parents' household receive benefits from the Supplemental Nutrition Assistance Program or SNAP? | Yes |
| No | | No |

NOTE: Additional documentation may be required to prove receipt of benefit.

2. CHILD SUPPORT PAID-

DEPENDENT STUDENTS

If one (or both) of the student's parents listed in Section B paid child support in 2013 because of a divorce, separation or result of other legal requirement.

INDEPENDENT STUDENTS

If you or your spouse (if applicable) paid child support in 2013 because of a divorce, separation or result of other legal requirement

DO NOT LEAVE ANY SECTIONS BLANK.

| Name of Person Who Paid Child Support | Name of Person to Whom Child Support was Paid | Name of Child for Whom Support Was Paid | Amount of Child Support Paid in 2013 |
|---------------------------------------|---|---|--------------------------------------|
| | | | |
| | | | |
| | | | |

NOTE: If we have reason to believe that the information regarding child support paid is not accurate, we may require additional documentation.

G. High School Completion Status

Please indicate which one of the following documents was provided to Enrollment Office to verify high school completion status for the 2014–2015 academic year.

- Final official high school transcript that indicates the student's graduation date.
- 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.
- International Evaluation Credentials showing equivalency of U.S. high school graduation.
- Other: _____

For Office Use Only:

Type of Document: _____

Document Verified by: _____

Date Document Received: _____

Student Name _____ ID Number _____

H. Confirmation of Student Identity

You must appear in person at Florida Key Community College 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

| |
|-----------------------------|
| For Office Use Only: |
| _____ |
| Type of Document: |
| _____ |
| Document Verified by: |
| _____ |
| Date Document Received: |

I. 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 Florida Keys Community College for 2014-2015.

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

J. Certification and Signatures

Each person signing this worksheet certifies that all of the information reported on it is complete and correct. If married, the spouse’s signature is optional.

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

Student’s Signature

Date

Parent or Spouse’s Signature

Date

Return completed form and other required documents for verification to:

Florida Keys Community College
5901 College Road, Key West, FL 33040
Financialaid@fkcc.edu 305.292.5166-fax



Student Name _____ ID Number _____

**THIS PAGE OF THE VERIFICATION WORK SHEET ONLY –
SIGNATURE MUST BE OBSERVED IN FRONT OF A FINANCIAL AID ADMINISTRATOR AT FLORIDA KEYS COMMUNITY COLLEGE OR THE FORM MUST BE NOTARIZED AND MAILED.**

The student must appear in person at Florida Keys Community College to verify his or her identity by presenting a 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 by the institution with the date it was received and reviewed and the name of the official at the institution authorized to collect the student’s ID.

In addition, the student must sign, in the presence of the institutional official, the following English or Spanish Statement:

I certify that I, _____, am the individual signing this Statement of
(Print Student’s Name)

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 Florida Keys Community College for 2014-2015.

Student’s Signature

Date

To be completed by Notary Public if submitting by mail:

State of: _____ City/County of: _____

Notary’s Official Seal below:

Notary Signature: _____

Date of Notary commission expiration: _____

Return notarized form and copy of valid identification to:

**Florida Keys Community College
5901 College Road, Key West, FL 33040**

FKCC Financial Aid Administrator Signature

Date