



2019-2020 Verification Worksheet-V1  
Independent Student

Elizabethtown College  
Financial Aid Office  
One Alpha Drive  
Elizabethtown, PA 17022  
717-361-1404  
[finaid@etown.edu](mailto:finaid@etown.edu)

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Student ID: \_\_\_\_\_

Your 2019–2020 Free Application for Federal Student Aid (FAFSA) was selected for review in a process called verification. The law says that before awarding Federal Student Aid, we may ask you to confirm the information you reported on your FAFSA. To verify that you provided correct information, we will compare your FAFSA with the information on this institutional verification document and with any other required documents. If there are differences, your FAFSA information may need to be corrected. You and a spouse (if applicable) whose information was reported on the FAFSA must complete and sign this institutional verification document, attach any required documents, and submit the form and other required documents to us. We may ask for additional information. If you have questions about verification, contact us as soon as possible so that your financial aid will not be delayed.

**A) Tax and Income Information**

**STUDENT and SPOUSE (You MUST check one box below)**

**Did you file a 2017 Federal Income Tax Return?**

**YES.** I used the IRS Data Retrieval Tool to transfer my 2017 income information to the FAFSA.

**YES.** I have enclosed a copy of my 2017 IRS Tax Return Transcript. (See instructions below this box)

**Nontax filers or tax filers who received an extension but still have not filed their income tax return must provide proof from the IRS that they did not file a return for the year. Proof of non-filing can be obtained from IRS using IRS Form 4506-T and checking box 7.**

**NO.** I did not file a 2017 Federal Income Tax Return. I have listed the sources and amounts of any earned income received in 2017 and have enclosed copies of the W-2 form(s). List every employer even if the employer did not issue an IRS W-2 form.

Employer: \_\_\_\_\_ Amt: \$ \_\_\_\_\_

Employer: \_\_\_\_\_ Amt: \$ \_\_\_\_\_

**IRS Data Retrieval Tool:**

The best way to verify income is by using the IRS Data Retrieval Tool (IRS DRT) that is part of the FAFSA on the Web at <https://studentaid.ed.gov/sa/fafsa>. If you wish to utilize the IRS DRT, log into your most recent FAFSA transaction, and navigate to the “Student Financial” section.

**How to obtain a Tax Return Transcript:**

To obtain a 2017 IRS Tax Return Transcript, go to [www.irs.gov/transcript](http://www.irs.gov/transcript). Make sure to request the “IRS Tax Return Transcript” and **not** the “IRS Tax Account Transcript.” Use the Social Security Number (or the IRS individual taxpayer number) and the date of birth of the first person listed on the 2017 IRS Income Tax Return, and the address on file with the IRS (normally this will be the address used on the 2017 IRS income tax return). **If the student and spouse filed separate 2017 IRS Income Tax Returns, 2017 IRS Tax Return Transcripts must be provided for both.**

**How to obtain a Verification of Nonfiling confirmation:**

Go to <http://www.etown.edu/offices/financial-aid/forms/> and download a copy of IRS form 4506-T. Complete sections 1-5 and check box 7. A separate form must be completed for each non-tax filer. Mail or fax the form to the applicable address/number listed on the form.

**(OVER)**

## B) Family Information

Complete the grid below for all of your family members who live in your household and are listed on your FAFSA. **Always include yourself and your spouse, if you are married.** Include student's or spouse's children if the student or spouse will provide more than half of the children's support from July 1, 2019 through June 30, 2020, even if the children do not live with the student. Also include other people if they now live with the student and the student or spouse provides more than half of the other people's support and will continue to provide more than half of their support through June 30, 2020. List the schools and colleges which any household member will attend at least half time, in a degree, diploma, or certificate program at a postsecondary educational institution anytime between July 1, 2019 and June 30, 2020.

| Full Name | Age | Relationship | College/University in 2019-2020<br>(Must be Enrolled at Least Half Time) |
|-----------|-----|--------------|--|
|           |     | SELF         | ELIZABETHTOWN COLLEGE  |
|           |     |              |  |
|           |     |              |  |
|           |     |              |  |
|           |     |              |  |
|           |     |              |  |

\*If more space is needed, attach a separate page with the student's name and ID at the top

## C) Certification and Signatures

Each person signing below certifies that all of the information reported is complete and correct. **Warning: If you purposely give false or misleading information on this worksheet, you may be fined, be sentenced to jail, or both.**

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Spouse's Signature \_\_\_\_\_ Date \_\_\_\_\_

**Please return completed forms to the Financial Aid Office.**