2021-2022 Verification Worksheet - V1
Independent Student

Financial Aid Office
Elizabethtown College
One Alpha Drive
Elizabethtown, PA 17022
Phone: (717) 361-1404
Fax: (717) 361-1514
Email: finaid@etown.edu

Last Name: _____ **First Name:** _____ **Student ID:** _____

Your 2021–2022 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 2019 Federal Income Tax Return?

☐ **YES.** I used the IRS Data Retrieval Tool to transfer my 2019 income information to the FAFSA.

☐ **YES.** I have enclosed a copy of my 2019 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 2019 Federal Income Tax Return. I have listed the sources and amounts of any earned income received in 2019 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 and Parent Financial" sections.

How to Obtain a Tax Return Transcript:
To obtain a 2019 IRS **Tax Return Transcript**, go to 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 2019 IRS Income Tax Return, and the address on file with the IRS (normally this will be the address used on the 2019 IRS income tax return). **If the student and spouse filed separate 2019 IRS Income Tax Returns, 2019 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.

B) Family Information

Number of Household Members: List below the people in the student's household. (e.g. student's spouse if the student is married, student's and/or spouse's children). If the student or spouse will be providing more than half of the support for individuals (e.g. spouse's other children, other people living with student) from July 1st, 2021 through July 30, 2022, please list them as household members as well.

Number in College: Indicate any household member who is, or will be, enrolled at least half-time in a degree, diploma, or certificate program at an eligible postsecondary educational institution any time between July 1, 2021 and June 30, 2022. Include the name of the college as well.

If more space is needed, provide a separate page with the student's name and ID number at the top.

Full Name	Age	Relationship	College	Will be Enrolled at Least Half Time (Yes or No)
		Self	*Elizabethtown College*	

Note: We may require additional documentation if we have reason to believe that the information regarding the household members enrolled in eligible postsecondary educational institutions is inaccurate.

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 (Optional) _____Date _____

*Electronic signatures are not acceptable.

**Please return completed form to
Financial Aid Office
Elizabethtown College
One Alpha Drive
Elizabethtown, PA 17022**

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