



2023-2024 Verification Worksheet – V1

Dependent 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 2023-2024 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 parent 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

(You MUST check one box below)

Did you file a 2021 Federal Income Tax Return?

YES. I used the IRS Data Retrieval Tool to transfer my 2021 income information to the FAFSA.

YES. I have enclosed a copy of my 2021 IRS Tax Return Transcript. (See instructions below this box)

NO. I did not file a 2021 Federal Income Tax Return. I have listed the sources and amounts of any earned income received in 2021 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: \$ _____

NO. I did NOT earn any income from wages in 2021.

PARENT(s)

(You MUST check one box below)

Did you file a 2021 Federal Income Tax Return?

YES. I used the IRS Data Retrieval Tool to transfer my 2021 income information to the FAFSA.

YES. I have enclosed a copy of my 2021 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 the IRS using IRS Form 4506-T and checking box 7.

NO. I did not file a 2021 Federal Income Tax Return. I have listed the sources and amounts of any earned income received in 2021 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: \$ _____

NO. I did NOT earn any income from wages in 2021.

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.gov/> 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 2021 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 2021 IRS income tax return, and the address on file with the IRS (normally this will be the address used on the 2021 IRS income tax return). **If the parents filed separate 2021 IRS Income Tax Returns, 2021 IRS Tax Return Transcripts must be provided for both.**

How to Obtain a Non-Tax Filing Confirmation:

Go to <https://www.irs.gov/forms-instructions> 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.

