



# 2023-2024 Verification Worksheet – V5

## 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](mailto: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.

#### 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](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 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 <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 everyone in the parents' household (e.g. the student, parents, stepparents). If parents are providing more than half of the support for individuals (e.g. parents' other children, other people living with the parents) from July 1st, 2023 through July 30, 2024, please list them as household members as well.

Number in College: Indicate any household member, excluding the parents, 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, 2023, and June 30, 2024. 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/University Name if enrolled between July 1, 2023 and June 30, 2024	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 this worksheet certifies that all of the information is complete and correct. The student and one parent whose information was reported on the FAFSA must sign and date this worksheet. **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 \_\_\_\_\_

Custodial Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

**\*Electronic signatures are not acceptable.**

## D) Identity and Statement of Educational Purpose

**You must complete the Identity and Statement of Educational Purpose . You can either complete the sections in front of a member of the Elizabethtown College Financial Aid Staff (Page 3) or in front of a Notary (Page 4). If you choose to complete these sections in front of a Notary, the Notary must complete the Certificate of Acknowledgement. DO NOT complete these sections without a member of the Financial Aid Staff or a Notary being present.**

### 1) Identity and Statement of Educational Purpose (To Be Signed at the Institution)

The student must appear in person at **Elizabethtown College** to verify his or her identity by presenting an unexpired 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 receive and review the student's ID. In addition, the student must sign, in the presence of the institutional official, the Statement of Educational Purpose provided below.

### Statement of Educational Purpose

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 **Elizabethtown College** for 2023-2024.

\_\_\_\_\_  
(Student's Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Student's ID Number)

### For Financial Aid Office Use Only

\_\_\_\_\_  
(Staff Signature)

\_\_\_\_\_  
(Date)

Viewed Original Document \_\_\_\_\_  
(Staff Initials)

## 2) Identity and Statement of Educational Purpose (To Be Signed in the Presence of a Notary)

If the student is unable to appear in person at \_\_\_\_\_ to verify his or her identity,  
(Name of Postsecondary Educational Institution)

the student must provide to the institution:

(a) A copy of the unexpired valid government-issued photo identification (ID) that is acknowledged in the notary statement below, or that is presented to a notary, such as, but not limited to, a driver's license, other state-issued ID, or passport; and

(b) The original Statement of Educational Purpose provided below, which must be notarized. If the notary statement appears on a separate page than the Statement of Educational Purpose, there must be a clear indication that the Statement of Educational Purpose was the document notarized.

### Notary's Certificate of Acknowledgement

State of \_\_\_\_\_

City/County of \_\_\_\_\_

On \_\_\_\_\_, before me, \_\_\_\_\_,  
(Date) (Notary's name)

personally appeared, \_\_\_\_\_, and proved to me on basis of satisfactory  
(Printed name of signer)

evidence of identification \_\_\_\_\_ to be the above named-person who signed  
(Type of government-issued photo ID provided)

the foregoing instrument.

**WITNESS my hand and official seal**  
(seal)

My commission expires on \_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Notary signature)