



2024-2025 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 2024-2025 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 2022 Federal Income Tax Return?

- YES.** I consented to my Federal Tax Information (FTI) to be obtained directly on the FAFSA application.
- YES.** I have enclosed a copy of my 2022 IRS Tax Return Transcript. (See instructions below this box)
- NO.** I did not file a 2022 Federal Income Tax Return. I have listed the sources and amounts of any earned income received in 2022 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's Name	IRS W-2 or an Equivalent Document Provided?	Annual Amount Earned in 2022

- NO.** I did NOT earn any income from wages in 2022.

PARENT

(You **MUST** check one box below)

Did you file a 2022 Federal Income Tax Return?

- YES.** I consented to my Federal Tax Information (FTI) being obtained directly on the FAFSA application.
- YES.** I have enclosed a copy of my 2022 IRS Tax Return Transcript. (See instructions below this box)
- NO.** I did not file a 2022 Federal Income Tax Return. I have listed the sources and amounts of any earned income received in 2022 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's Name	IRS W-2 or an Equivalent Document Provided?	Annual Amount Earned in 2022

- NO.** I did NOT earn any income from wages in 2022.

***Tax filers who received an extension but will have not filed their income tax return must provide proof from the IRS that they did not file for the year. Non-tax filers must provide a signed and dated statement certifying they have not filed and are not required to file a 2022 income tax return as well as sources and amount of income earned from work for each source.**

How to Obtain a Tax Return Transcript:

If 2022 income tax return information was not available or could not be used, you should provide the institution with a **2022 IRS Tax Transcript or a signed copy of the 2022 income tax return and applicable schedules.**

To obtain a 2022 IRS Tax Return Transcript, go to www.irs.gov/transcript. Make sure to request the "IRS Tax Return Transcript".

