



2025-2026 Verification Worksheet – V5 Independent Student

Office of Financial Aid
Elizabethtown College
One Alpha Drive
Elizabethtown, PA 17022
Phone: (717) 361-1404
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Last Name: _____ **First Name:** _____ **Student ID:** _____

Your 2025-2026 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/contributor 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 2023 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 2023 IRS Tax Return Transcript. (See instructions below this box)
- ☐ **NO.** I did not file a 2023 Federal Income Tax Return. I have listed the sources and amounts of any earned income received in 2023 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 2023

- ☐ **NO.** I did not earn any income from wages in 2023.

***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 2023 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 2023 income tax return information for the parents was not available or could not be used, the parents should provide the institution with a **2023 IRS Tax Transcript or a signed copy of the 2023 income tax return and applicable schedules.**

To obtain a 2023 IRS Tax Return Transcript, go to www.irs.gov/transcript. Make sure to request the "IRS Tax Return Transcript".

B. Family Information

Family Size – Please list the following:

- **The student**
- **The student's spouse** (if applicable)
- **The student's dependent children** - If they live with the student (or live apart because of college enrollment), they receive more than half of their support from the student and they will continue to receive more than half their support from the student from July 1, 2025 - June 30, 2026.
- **Other persons** – If they live with the student's parents and they receive more than half support from the student's parents and will continue to receive more than half their support from the student's parent from July 1st, 2025 – June 30th, 2026.

The family size should align with whom the student could claim as a dependent on a U.S. tax return if the parent were to file a U.S. tax return at the time of completing the 2025-2026 FAFSA.

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

Full Name	Age	Relationship
		<i>Self</i>

C. Certification and Signatures

Each person signing this worksheet certifies that all 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** _____

Spouse's Signature (optional) _____ **Date** _____

***Electronic signatures are not acceptable.**

D. Identity Confirmation

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 Confirmation (To be Signed at the Institution)

The student must appear in person at Elizabethtown College to verify their identity by presenting an unexpired valid government-issued photo identification (ID), such as, but not limited to, a driver's license, other state-issues 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.

For Financial Aid Office Use Only

(Staff Signature)

(Date)

Viewed Original Document _____
(Staff Initials)

2. Identity Confirmation

(To be Signed in the Presence of a Notary)

If the student is unable to appear in person at Elizabethtown College to verify his or her identity, the student must provide the following 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.

Identity Confirmation

State of _____,

City/County of _____.

On _____, before me, _____,

(Date) (Notary's Name)

personally appeared _____, and proved to me

(Printed Name of Signer/Student)

Because of satisfactory evidence of identification _____

(Type of unexpired government-issued photo ID provided)

to be the above-named person who signed the foregoing instrument.

WITNESS my hand and official seal

(Seal)

(Notary Signature)

My commission expires on _____

(Date)

Please return completed forms to:

**Office of Financial Aid
Elizabethtown College
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