

**Last Name:** 

## 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

Student ID: \_\_\_\_\_

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 <u>MUST</u> check one box below)	PARENT (You <u>MUST</u> check one box below)					
STUDENT						
STUDENT (You <u>MUST</u> check one box below)	(You <u>MUST</u> check one box below)					
STUDENT (You MUST check one box below)  Did you file a 2022 Federal Income Tax Return?  VES. I consented to my Federal Tax Information (FTI) to be	(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					

First Name: \_\_\_\_\_

Your 2024-2025 Free Application for Federal Student Aid (FAFSA) was selected for review in a process called

Equivalent Document Provided?	Earned in 2022	Employer's Name	Equivalent Document	Annual
			Provided?	Earned in 2022
•	•			

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

□ **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.

 $\square$  NO. I did NOT earn any income from wages in 2022.

IRS W-2 or an

Employer's Name

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.

\*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.

Annual Amount

## **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".

## **B. Family Information**

Family Size – Please list the following:

- The student
- **The student's parents** (even if the student is not living with them). Exclude a parent that is deceased or is not living in the household because of separation or divorce. Include a parent on active duty in US Armed Forces even if they are apart from the family.
- **Student's siblings** They live with the student's parents (or live apart because of college enrollment), 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 1, 2024 June 30, 2025.
- 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 1, 2024 June 30, 2025.

The family size should align with whom the parent 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 2024-2025 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
		Relationship Self

## 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
Custodial Parent Signature	Date

\*Electronic signatures are not acceptable.

Please return completed forms to:

Financial Aid Office Elizabethtown College One Alpha Drive Elizabethtown, PA 17022