



# 2025-2026 Verification Worksheet – V1

## Dependent Student

Office of Financial Aid  
 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 2025-2026 Free Application for Federal Student Aid (FAFSA) was selected for review in a process called verification. The law states 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 2023 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 2023 IRS Tax Return Transcript or a signed copy of my 2023 Tax Return. (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 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 2023

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

#### PARENT

(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 or a signed copy of my 2023 Tax Return. (See instructions below this box).

**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.**

- NO.** I did not file a 2023 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 2023

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

#### **How to Obtain a Tax Return Transcript:**

If 2023 income tax return information was not available or could not be pulled by the FA-DDX, you 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](http://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, 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 1, 2025 – June 30, 2026.

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 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 \_\_\_\_\_

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

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

Please return completed forms to:

Office of Financial Aid  
 Elizabethtown College  
 One Alpha Drive  
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