



2023-2024 Verification Worksheet

Eastern University

PLEASE COMPLETE THIS FORM IN ITS ENTIRETY!

Your Free Application for Federal Student Aid (FAFSA) has been selected for the Federal Verification Process. This process is required by federal regulations to be completed by the Financial Aid Office to ensure that the information reported on your FAFSA is accurate. **All sections of this form must be fully completed and returned to the Financial Aid Office at Eastern University via email (finaid@eastern.edu), fax (610-225-5651), or US Mail (1300 Eagle Rd, St. David's, PA 19087) along with all requested documents. Any missing or incomplete information may delay the financial aid process.** If any additional information is needed, we will let you know.

A. Student Information

Last Name	First	M.I.	Eastern ID #	
Address	City	State	Zip Code	Phone Number

B. Household Information

Dependent Students: List the people in your parents' household. Include yourself and the parents/stepparents whose information is on your FAFSA. List children who live in your parents' household. Also list children who do not live with your parents if your parents will provide more than half of their support from July 1, 2023 through June 30, 2024, or if they would be required to provide parental information if they were completing a FAFSA for 2023-2024. The household may also include other people if they now live with your parents and your parents provide more than half of their support and will continue to provide more than half of their support through June 30, 2024.

Independent Students: List the people in your household. Include yourself, your spouse (if married), and your children, if you will provide more than half of their support from July 1, 2023 through June 30, 2024. List any other people if they now live with you, and you provide more than half of their support and will continue to provide more than half of their support through June 30, 2024.

Write the names, ages, and relationship (to you) of ALL household members. For household members other than your parents, indicate who will be attending college (degree, certificate, or diploma program) at least half time between July 1, 2023 and June 30, 2024. Do not include college information for parent(s). If you need more space, attach a separate sheet.

Full Name	Age	Relationship To You	Attending College in 2023-2024?	College
		SELF	<input type="checkbox"/> No <input type="checkbox"/> Yes	Eastern University
			<input type="checkbox"/> No <input type="checkbox"/> Yes	
			<input type="checkbox"/> No <input type="checkbox"/> Yes	
			<input type="checkbox"/> No <input type="checkbox"/> Yes	
			<input type="checkbox"/> No <input type="checkbox"/> Yes	
			<input type="checkbox"/> No <input type="checkbox"/> Yes	
			<input type="checkbox"/> No <input type="checkbox"/> Yes	
			<input type="checkbox"/> No <input type="checkbox"/> Yes	

C. Household Income Information

Student’s Information: (Important Note: The instructions below apply to the student and spouse, if the student is married. Notify the Financial Aid Office if the student or spouse filed separate IRS income tax returns for 2021 or had a change in marital status after December 31, 2021.)

1. Complete this section if the student **filed** a 2021 Federal Income Tax Return with the IRS. **Check the appropriate box:**

The student **has used** the IRS Data Retrieval Tool on the 2023-2024 FAFSA to retrieve and transfer 2021 IRS income information into the student’s FASFA.

Did you receive unemployment earnings in 2021? No Yes

If yes, you MUST also provide a signed copy of your 2021 Federal Tax Return (1040) with all schedules.

The student **has not yet used** the IRS Data Retrieval Tool on the 2023-24 FAFSA, but will use the tool to retrieve and transfer 2021 IRS income information into the student’s FASFA.

The student **is unable or chooses not to** use the IRS Data Retrieval Tool on the 2023-24 FAFSA and the student will submit a copy of their **2021 Federal Income Tax Return**.

2. Complete this section if the student **worked and did not file and is not required** to file a 2021 income tax return.

Student/ Spouse (if applicable) – I/we were **not required** to file a 2021 Federal Income Tax Return and I have included a copy of all my/our **2021 W-2’s and IRS Verification of Non-Filing Letter**. **Exception-** *A dependent student who is a nontax filer is excluded from the verification requirement to provide confirmation of the dependent student’s non-filing status from the IRS or other relevant tax authority.*

Employer’s Name	2021 Amount Earned	Did you receive a W-2?
		<input type="checkbox"/> No <input type="checkbox"/> Yes
		<input type="checkbox"/> No <input type="checkbox"/> Yes
		<input type="checkbox"/> No <input type="checkbox"/> Yes

3. Complete this section if the student **did not work at all in 2021:**

Student/ Spouse (if applicable) – I/we were **not required** to file a 2021 Federal Income Tax Return because I/we did not work in 2021.

Parent’s Information: (Important Note: The instructions below apply to each parent included in the household. Notify the Financial Aid Office if the parents filed separate 2021 Federal Income Tax Returns or had a change in marital status after December 31, 2021.)

1. Complete this section if the parent **filed** a 2021 Federal Income Tax Return with the IRS. **Check the appropriate box:**

The parent(s) **has used** the IRS Data Retrieval Tool on the 2023-24 FAFSA to retrieve and transfer 2021 IRS income information into the student’s FASFA.

Did you receive unemployment earnings in 2021? No Yes

If yes, you MUST provide a signed copy of your 2021 Federal Tax Return (1040) with all schedules.

The parent(s) **has not yet used** the IRS Data Retrieval Tool on the 2023-24 FAFSA, but will use the tool to retrieve and transfer 2021 IRS income information into the student’s FASFA.

The parent(s) **is unable or chooses not to** use the IRS Data Retrieval Tool on the 2023-24 FAFSA and the parent will submit a copy of their **2021 Federal Income Tax Return**.

2. Complete this section if the parent **worked and did not file and is not required** to file a 2021 Federal Income Tax Return.

Parent(s) – I/we were **not required** to file a 2021 Federal Income Tax Return and I have included a copy of all my/our **2021 W-2’s and IRS Verification of Non-Filing Letter**.

Employer’s Name	2021 Amount Earned	Did you receive a W-2?
		<input type="checkbox"/> No <input type="checkbox"/> Yes
		<input type="checkbox"/> No <input type="checkbox"/> Yes
		<input type="checkbox"/> No <input type="checkbox"/> Yes

3. Complete this section if the parent **did not work at all in 2021:**

Parent(s) – I/we were **not required** to file a 2021 Federal Income Tax Return 2021 because I/we did not work in 2021.

