



2023-2024 VERIFICATION WORKSHEET
Federal Student Aid Programs

Complete both sides, then mail to: Lycoming College, Financial Aid Office, One College Place, Williamsport, PA 17701 or send both sides of this form in PDF format to Finaid@Lycoming.edu, or fax both sides to 570-321-4993.

Please log in to your Lyco Advisor; Financial Aid Self-Service to review any additional documentation that may be required by visiting www.collslfsrv-live.lycoming.edu/student.

STEP 1: STUDENT INFORMATION

Student Name Last First MI Student ID #
Student's Birth Date
Home Address Street City State Zip
Student Telephone Number () Student E-mail

STEP 2: FAMILY INFORMATION: List the people in your household. Include the following:

- Yourself and your spouse if you have one, and
• Your children, if you will provide more than half of their support July 1, 2023 through June 30, 2024, even if they do not live with you, and
• 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 from July 1, 2023 through June 30, 2024.

Also write in the name of the college for any household member who will be attending college at least half-time between July 1, 2023 and June 30, 2024, AND will be enrolled in a degree, diploma, or certificate program. Attach an additional sheet if necessary.

Table with 4 columns: Full Name, Age, Relationship, College. Row 1: You, the Student, Lycoming College.

Required Income & Tax Information - Step 3

All Tax Filers: If possible, always use the IRS Data Retrieval Tool on the FAFSA. If you did not use the IRS Data Retrieval Tool, you **must** request an IRS 2021 Tax Return Transcript for Step 3 by calling the IRS at **800.908.9946**. Or, you can also go online to www.irs.gov; click Get My Tax Record, then click Get Transcript Online and follow the directions.

If an Amended Return has been filed: A copy of the Original Tax Return (IRS 1040) and the Amended Return (IRS 1040x) must be provided to the Financial Aid office.

All Non-Tax Filers: You must submit an IRS Verification of Non-filing Letter.

Go to <https://www.irs.gov/pub/irs-pdf/f4506t.pdf> to get Form 4506-T. Print it out and carefully complete the entire form, making sure to check Box 7 to request the IRS Non-Filing Verification letter. Also be sure to use 12/31/2021 for the correct tax filing period in #9. Mail the form to the IRS at the appropriate address in the middle column of page 2.

STEP 3: STUDENT (AND SPOUSE IF MARRIED) TAX TRANSCRIPT & INCOME INFORMATION

CHECK THE ONE (1) BOX THAT APPLIES:

- I/we was not employed and had no income earned from work in 2021 – **You must Submit IRS Verification of Non-filing Letter.**
- I/we used the IRS Data Retrieval Tool to retrieve and transfer **2021** IRS income information into FAFSA, either on the initial FAFSA or when making a correction to the FAFSA. ...Continue to STEP 4.
- I/we was unable or chose not to use the IRS Data Retrieval Tool, and I/we will submit or have submitted to the school a **2021 IRS Tax Return Transcript** (**NOT** a copy of the income tax return). ...continue to STEP 4.
- I/we did not and am not required to file a **2021** Federal Income Tax Return. I/we have completed the table below and attached **ALL 2021 W-2 forms** (including work-study) - **You must Submit IRS Verification of Non-filing Letter.**

Source(s) of Income (fill out only if you did NOT file	Amount Earned in 2020
	\$
	\$
	\$

STEP 4: SIGN THIS WORKSHEET – CAN NOT BE SIGNED ELECTRONICALLY.

I certify that all the information reported on this worksheet is complete and correct. **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