

You have been selected by the U.S. Department of Education for a review process called "verification." You and the parent(s) whose information was provided on your 2023-2024 Free Application for Federal Student Aid (FAFSA) must complete and sign this worksheet, as well as submit any other requirements requested by the Office of Financial Aid Services. The purpose of this worksheet is to verify that the information reported on your FAFSA is correct and complete. To do so, we will compare your FAFSA with the information you provide on this worksheet, as well as any other documents requested in conjunction with this form. If differences are found, we will correct your FAFSA accordingly. Please complete this form in its entirety. Upon receipt of your completed form, you may be asked for supplemental information; which should be promptly provided to the Office of Financial Aid Services for processing.

**A. Student & Parent Information**

Student's Full Name: \_\_\_\_\_

Moravian ID: \_\_\_\_\_

Student's Email Address: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Parent's Full Name(s): \_\_\_\_\_

Parent's Email Address(es): \_\_\_\_\_

**B. Household Members**

Report information below as it applies to your household any time between July 1, 2023 and June 30, 2024; including yourself (the student), your parent(s) as reported on the FAFSA, and others (i.e., your parents' other children, or other individuals if they now live with your parents and your parents provide more than half of their support). In addition to name, age, and relationship to the student: if any household members will be enrolled in a degree, diploma, or certificate program at a postsecondary educational institution at any time between July 1, 2023 and June 30, 2024, please also indicate the name of the college and whether or not the household member will be enrolled at least half time in the last two columns below. If not applicable, please leave the last two columns blank.

Full Name	Age	Relationship to student	Name of College	Will be enrolled at least half time (6 credits)?
<i>Example: Amos Comenius</i>	<i>18</i>	<i>Brother</i>	<i>Moravian University</i>	<i>Yes</i>
		<i>Self</i>	<i>Moravian University</i>	

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

### C. Confirmation of Student Tax Filing Status & Income

Check the box that applies:

I was employed, had income earned from work, and was required to file a 2021 Federal Tax Return. I have used the IRS Data Retrieval Tool (DRT) on my FAFSA and/or submitted a copy of my Tax Return to the Office of Financial Aid Services with this completed form.

I was not employed, had no income earned from work (\$0), and was not required to file a 2021 Federal Tax Return.

I was employed, had income earned from work, but was not required to file a 2021 Federal Tax Return.

Please provide the following information for each of your sources of income in 2021 in the chart below. Along with your completed form, please submit the following:

- a copy of your employer-issued 2021 W-2 Form for each source listed in the chart below. If unable to locate a W-2 Form, please request a new copy from your employer. If unable to obtain a new copy, please request a 2021 IRS Wage & Income Transcript via [irs.gov](https://www.irs.gov) or by visiting your local IRS Office in-person

<u>Employer Name</u>	<u>Wages Earned in 2021</u>	W-2 Form Attached?

Complete this chart ONLY if the student had income in 2021 and is not required to file a Federal Tax Return.

### D. Confirmation of Parent Tax Filing Status & Income

Check the box that applies:

I was employed, had income earned from work, and was required to file a 2021 Federal Tax Return. I have used the IRS Data Retrieval Tool (DRT) on my FAFSA and/or submitted a copy of my Tax Return to the Office of Financial Aid Services with this completed form.

I was not employed, had no income earned from work (\$0), and was not required to file a 2021 Federal Tax Return.

I was employed, had income earned from work, but was not required to file a 2021 Federal Tax Return.

Please provide the following information for each of your sources of income in 2021 in the chart below.. Along with your completed form, please submit the following:

- a copy of your employer-issued 2021 W-2 Form for each source listed in the chart below. If unable to locate a W-2 Form, please request a new copy from your employer. If unable to obtain a new copy, please request a 2021 IRS Wage & Income Transcript via [irs.gov](https://www.irs.gov) or by visiting your local IRS Office in-person
- an IRS Confirmation of Non-filing on [irs.gov](https://www.irs.gov) or by visiting your local IRS Office in-person.

<u>Employer Name</u>	<u>Wages Earned in 2021</u>	W-2 Form Attached?

Complete this chart ONLY if the parent had income in 2021 and is not required to file a Federal Tax Return.

### E. Certification and Signatures

By signing below, I/We hereby certify that the information reported on this form is complete and correct. I/We understand that by purposefully giving false or misleading information on this worksheet I/ We may be fined, sent to prison, or both.

\_\_\_\_\_  
Student Signature Required (no typed signature permitted)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent Signature Required (no typed signature permitted)

\_\_\_\_\_  
Date

Please return to the Office of Financial Aid Services via:  
 Upload: [Xmedius SendSecure](#)  
 Mail: 1200 Main Street  
 Bethlehem, PA 18018  
 Fax: (610) 861-1346  
 In-person: 1st floor Colonial Hall