



**2021-2022 INDEP VERIFICATION V1**

Your 2021–2022 Free Application for Federal Student Aid (FAFSA) was selected for a process called “Verification” by the U.S. Department of Education. Per Federal Regulation, we are required to confirm the information you reported on your FAFSA. We will compare the data on your FAFSA with the information on this worksheet and with any other required documents. If there are discrepancies, the Financial Assistance Office may contact you for further clarification or additional documentation in order to make corrections. **Note: Section E of this worksheet must be completed in the presence of a Metro Tech Financial Aid Staff member.**

**INSTRUCTIONS**

1. Complete all sections of this worksheet.
2. You must sign the certification (Section D) on page 3 of this worksheet.

**A. STUDENT’S INFORMATION**

First Name	Last Name	Last 4 of SS#
Phone Number (include area code)		Email Address

**B. STUDENT’S HOUSEHOLD INFORMATION**

**PLEASE COMPLETE EACH COLUMN AND INCLUDE THE NAMES OF ALL HOUSEHOLD MEMBERS FROM **JULY 1, 2021 TO JUNE 30, 2022** AS DEFINED BELOW. IF MORE SPACE IS NEEDED, ATTACH A SEPARATE PAGE WITH YOUR NAME AND SOCIAL SECURITY NUMBER AT THE TOP:**

- Yourself and your spouse if married.
- Your children, if any, if you will provide more than half of their support from July 1, 2021 through June 30, 2022, or if the child would be required to provide your information if they were completing a FAFSA for 2021-2022. Include children who meet either of these standards even if they do not live with you.
- Other people, if they now live in the household with you and you provide more than half of the their support and will continue to provide more than half of their support between **July 1, 2021 through June 30, 2022.**

*If more space is needed, attach a separate page with student’s name and the last 4 digits of student’s SSN at the top.*

Full Name	Age	Relationship to Student	Is the household member attending college at least half-time and will they be enrolled in a degree or certificate program between 07/01/2021 and 06/30/2022? If yes, list the name of the college.
1.		Self	Metro Tech
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			

**C. INDEPENDENT STUDENT'S INFORMATION**

**1. Check the box that applies:**

- a.  I filed a 2019 Federal Tax Return
  - I used the IRS Data Retrieval Tool (DRT) on my FAFSA and did not change any data.
  - I did not use the IRS Data Retrieval Tool (DRT) on my FAFSA. **Refer to Instruction Page.**
- b.  I was not employed, did not have income and I am not required to file a 2019 Federal IRS Tax Return.
  - **Submit a 2019 IRS Verification of Non-Filing Letter.** A free IRS Verification of Non-Filing Letter can be obtained from the IRS. **Refer to Instruction Page.**
- c.  I was employed and had income, but I am not required to file a 2019 Federal IRS Tax Return:
  - **Complete the table below:** list employer(s) and the amount that was earned in 2019
  - **Attach copies of all 2019 W-2 Forms.**  
Non-Tax Filers with 2019 earnings are required to submit a copy of W-2(s) from each employer to the Tulsa Tech Financial Assistance Office with this form.
  - **Submit a 2019 IRS Verification of Non-Filing Letter.** A free IRS Verification of Non-Filing Letter can be obtained from the IRS. **Refer to Instruction Page.**

COMPLETE THIS TABLE ONLY IF BOX 'C' ABOVE IS CHECKED	Name of Employer	Amount Earned in 2019	2019 W-2 Form attached to this form?		IF W-2s ARE NOT ATTACHED, YOUR INFORMATION WILL NOT BE PROCESSED.  IF W-2s ARE UNAVAILABLE, SUBMIT 2019 WAGE & INCOME TRANSCRIPT <b>Refer to Instruction Page.</b>
		\$	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
		\$	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
		\$	Yes <input type="checkbox"/>	No <input type="checkbox"/>	

\* If more space is required, attach a separate page.

**D. CERTIFICATION & SIGNATURE – STUDENT MUST SIGN**

The person signing certifies that all the information reported is complete and correct.

**Warning:** If you purposely give false or misleading information on this worksheet, you may be fined, sentenced to jail or both.

\_\_\_\_\_  
STUDENT SIGNATURE

\_\_\_\_\_  
DATE

# INSTRUCTION PAGE

The best way to verify income is by using the **IRS Data Retrieval Tool** (IRS DRT) through the FAFSA on the web at **FAFSA**. In most cases, no further documentation will be needed if you use the IRS DRT and do not change any information. Unless you are required to submit a V4 or V5 form, those **MUST** be done in person, see below.

If you are ineligible or unable to use the IRS-DRT, submit a **signed** copy of your 2019 Federal Tax Return or 2019 IRS Tax Return Transcript to the Financial Aid Office.

**The 2019 IRS Tax Return Transcript, Verification of Non-Filing Letter and/ or Wage & Income Transcript can be obtained :**

**Online - <https://www.irs.gov/students> By Phone 1-800-908-9946, Send a 4506-T form to the IRS or at your Local IRS office - call 1-844-545-5640 to make an appointment .**

**If you have documents that you want to submit to us, please save these documents to your device and upload to our Secure Upload site here: **UPLOAD** This is the most secure and fastest way to get documents to the Financial Aid office.**

You may also Email documents that have NO PERSONAL INFORMATION such as SS#, Tax info, Birth-dates, etc to [financialaid@metrotech.edu](mailto:financialaid@metrotech.edu) or put in the US Mail to:

*Metro Tech Financial Aid office  
1900 Springlake Drive  
Oklahoma City, OK 73111*

***Metro Tech Financial Aid Offices are currently closed due to Covid19 and the ongoing construction in the BCC-Springlake campus where Financial Aid is located. You must call for an appointment. Currently, we are only accepting appointments on a VERY limited basis. If you have a V4 or V5 form, you may call to schedule an appointment to bring your unexpired State issued ID and High-School Diploma in and sign your Statement of Educational Purpose. Signatures for those forms MUST be done in person.***

*Call 405-595-4457 to inquire about an appointment or email at the email address above.*