



# 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 you. 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.*