

## 2021-2022 VERIFICATION WORKSHEET V4

Your 2021–2022 Free Application for Federal Student Aid (FAFSA) was selected for a process called "Verification" by the U.S. Department of Education. Please complete this worksheet and sign the form. **Complete the entire form.**Incomplete worksheets will be returned to you. We cannot determine eligibility until all required documents are received and reviewed. Note: Section C of this worksheet must be completed in the presence of a Metro Tech Financial Aid Administrator.

1. Complete all sections of this worksheet – you must sign the certification (Section D) on this worksheet. Submit the completed worksheet and any other required documents to the Financial Assistance office.

## A.STUDENT'S INFORMATION

| First Name                       | Last Name                          | Last 4 of SS#                                   | Date of Birth                           |
|----------------------------------|------------------------------------|---|---|
|                                  |                                    |   |   |
| Phone Number (include area code) |                                    | Email Address                                   |   |
|                                  |                                    |   |   |
| B. HIGH SCHOOL COMP              | PLETION STATUS                     |   |   |
| Please attach a copy             | of the student's high schoo        | ol diploma or transcript.                       |   |
|                                  |                                    |   |   |
| C. STATEMENT OF EDUC             |                                    |   |   |
|                                  |                                    |   | by presenting an unexpired valid        |
|                                  |                                    | uch as, but not limited to, a d                 | D that is annotated by the institution  |
|                                  |                                    | name of the official at the institu             |   |
| review the student's ID.         |                                    |   |   |
| Tu addition the ctude            | unture cian in the nuceur          |   | the following.                          |
| in addition, the stude           | int must sign, in the present      | ce of the institutional official,               | the following:                          |
| I certify that I,                |                                    | , am the individual s                           | signing this Statement of               |
|                                  |                                    | ent financial assistance I ma                   |   |
| for educational purpo            | sesand to pay the cost of          | attending Metro Tech for 202                    | 1-2022.                                 |
|                                  |                                    |   |   |
|                                  |                                    |   |   |
| STUDENT NAME                     |                                    | LAST 4 OF SS#                                   | DATE                                    |
| For Office Use only              |                                    |   |   |
| Date                             | Copy of Photo                      | ID Ini  | tials                                   |
| WARNING: If you purpose          | sely give false or misleading info | ormation on this worksheet, you m               | ay be fined, sentenced to jail or both. |
|                                  |                                    |   | -y , <b>y</b>                           |
|                                  |                                    |   |   |
| D. CERTIFICATION AN              | D SIGNATURES – STUDEN              |   |   |
| I certify that all of the inform | mation reported on this worksh     | NT MUST SIGN neet is complete and correct. I ur |   |
| I certify that all of the inform |                                    | NT MUST SIGN neet is complete and correct. I ur |   |
| I certify that all of the inform | mation reported on this worksh     | NT MUST SIGN neet is complete and correct. I ur |   |
| I certify that all of the inform | mation reported on this worksh     | NT MUST SIGN neet is complete and correct. I ur |   |

Due to Covid19 and Construction in the building where Financial Aid is located, our office is closed. Due to this form having be signed in person; please see next page for additional instructions and details for an APPOINTMENT. Appointments are on a very limited basis.

## 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 <u>signed</u> 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 <u>By Phone</u> 1-800-908-9946, <u>Send a 4506-T form</u> 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 <a href="mailto:financialaid@metrotech.edu">financialaid@metrotech.edu</a> 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.