

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 Aid Office may contact you for further clarification or additional documentation in order to make corrections.

INSTRUCTIONS

1. Complete all sections of this worksheet.
2. You and one of your parents must sign the certification (Section E) on page 2 of this worksheet.

A. STUDENT’S INFORMATION

First Name	Last Name	Social Security Number	Date of Birth
Phone Number (include area code)		Email Address	

B. PARENT’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
- Your parent(s) including step-parent(s), even if you do not currently live with your parent(s).
- Your parent's other children even if they do not currently live with your parent, if your parent(s) will provide more than half of their support, or if the children would be required to provide parental information when applying for Federal Student Aid.
- Other people, if they now live in the household of your parent(s) and your parents provide more than half of 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	Pontotoc Tech
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				

C. DEPENDENT 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.
- 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 Pontotoc Tech Financial Aid Office with this form.

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 Refer to Instruction Page.
		\$	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. PARENT'S INFORMATION

1. Check the box that applies:

- a. I filed a 2019 Federal IRS Tax Return.
 - I used the IRS Data Retrieval Tool (DRT) on my FAFSA and did not change any data.
 - I did not use 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 Pontotoc Tech Financial Aid 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 Refer to Instruction Page.
		\$	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.

E. CERTIFICATION & SIGNATURES – STUDENT AND ONE PARENT MUST SIGN

Each person signing certifies that all the information reported is complete and correct. The student and at least one parent whose information was reported on the 2021-2022 FAFSA must sign and date this worksheet.

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

STUDENT SIGNATURE DATE PARENT 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 [FAFSAgov](https://fafsa.gov). In most cases, no further documentation will be needed if you use the IRS DRT and do not change any information.

If you need assistance with using 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 Wage & Income Transcript can be obtained :

Online - <https://www.irs.gov/individuals/students> By mail - call 1-800-908-9946 or send a 4506-T form to the IRS 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@pontototech.edu or you can mail to:

***Pontotoc Technology Center
Financial Aid Specialist
601 W 33rd Street
Ada OK 74820***