

# 2021–2022 INDEPENDENT VERIFICATION 5

Your 2020–2021 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 Pontotoc Tech Financial Aid Specialist.**

## INSTRUCTIONS

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

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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	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 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 am not required to file a 2018 Federal IRS Tax Return:

- **Complete the table below:** list employer(s) and the amount that was earned in 2018

- **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 2018 WAGE & INCOME TRANSCRIPT <a href="#">Refer to Instruction Page.</a>
		\$	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. HIGH SCHOOL COMPLETION STATUS**

Please attach a copy of the student's high school diploma or transcript.

\_\_\_\_\_  
STUDENT NAME

\_\_\_\_\_  
SOCIAL SECURITY NUMBER

**E. STATEMENT OF EDUCATIONAL PURPOSE**

**The student must appear in person at Tulsa Tech to verify his or her identity by presenting unexpired valid government-issued photo identification (ID), such as, but not limited to, a driver's license, other state-issued ID, or passport.**

The institution will maintain a copy of the student's photo ID that is annotated by the institution with the date it was received and reviewed, and the name of the official at the institution authorized to receive and review the student's ID.

**In addition, the student must sign, in the presence of the institutional official, the following:**

I certify that I am, \_\_\_\_\_ am the individual signing this Statement of Educational Purpose and that the Federal student financial assistance I may receive will only be used for educational purposes and to pay the cost of attending Tulsa Tech for 2020-2021.

\_\_\_\_\_  
STUDENT NAME

\_\_\_\_\_  
SOCIAL SECURITY NUMBER

\_\_\_\_\_  
DATE

*For Office Use only*

Date \_\_\_\_\_ Copy of Photo ID \_\_\_\_\_ Initials \_\_\_\_\_

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

**F. CERTIFICATION AND SIGNATURES – STUDENT MUST SIGN**

I certify that all of the information reported on this worksheet is complete and correct. I understand that if I purposely give false or misleading information, I could be fined, jailed, or both.

\_\_\_\_\_  
STUDENT'S SIGNATURE

\_\_\_\_\_  
DATE

Please sign and submit the form in person to the Tulsa Tech Financial Assistance Office in the Client Service Center located at 3638 South Memorial Drive. If you have any questions, contact the Financial Assistance Office at [financialassistance@tulsatech.edu](mailto:financialassistance@tulsatech.edu) or 918- 828-5280.

# 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.gov](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, contact the Financial Assistance Office located at 3638 South Memorial Drive, Tulsa.  
Phone: 918-828-5280. Please contact our office for hours of operation.

If you are ineligible or unable to use the IRS-DRT, submit a signed copy of your 2018 Federal Tax Return or 2018 IRS Tax Return Transcript to the Financial Assistance Office.

## **2018 IRS Tax Return Transcript, Verification of Non-Filing Letter and Wage & Income Transcript can be obtained :**

Online – <https://www.irs.gov/individuals/get-transcript>

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 questions about obtaining these documents, please contact the Financial Assistance Office at 918-828-5280 or e-mail [financialassistance@tulstatech.edu](mailto:financialassistance@tulstatech.edu)