



## 2018–2019 DEPENDENT VERIFICATION 5

Your 2018–2019 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 F of this worksheet must be completed in the presence of a Tulsa Tech Financial Aid Administrator.**

### INSTRUCTIONS

- Complete all sections of this worksheet.
- You and one of your parents must sign the certification (Section G) on page 3 of this worksheet.  
Submit the completed worksheet and any other required documents to the Financial Assistance office in the Career Services Center located at 3420 South Memorial Drive.

### 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, 2018 TO JUNE 30, 2019** 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, 2018 through June 30, 2019.**

*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 07/01/2018 and 06/30/2019? If yes, list the name of the college.
1.			Self	Tulsa 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 2016 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 2016 Federal IRS Tax Return.
- c.  I was employed and had income, but I am not required to file a 2016 Federal IRS Tax Return:
- **Complete the table below:** list employer(s) and the amount that was earned in 2016
  - **Attach copies of all 2016 W-2 Forms.**  
Non-Tax Filers with 2016 earnings are required to submit a copy of W-2(s) from each employer to the Tulsa Tech Financial Assistance Office with this form.

COMPLETE THIS TABLE ONLY IF BOX 'C' ABOVE IS CHECKED	Name of Employer	Amount Earned in 2016	2016 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 2016 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. PARENT'S INFORMATION**

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

- a.  I filed a 2016 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 2016 Federal IRS Tax Return.
- **Submit a 2016 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 2016 Federal IRS Tax Return:
- **Complete the table below:** list employer(s) and the amount that was earned in 2016
  - **Attach copies of all 2016 W-2 Forms.**  
Non-Tax Filers with 2016 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 2016 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 2016	2016 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 2016 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.

**E. HIGH SCHOOL COMPLETION STATUS**

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

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

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

**F. 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 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 2018-2019.**

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.**

**G. CERTIFICATION AND 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 2018-2019 FAFSA must sign and date this worksheet.

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

DATE \_\_\_\_\_

PARENT'S SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

**Please sign and submit the form in person to the Tulsa Tech Financial Assistance Office in the Career Services Center located at 3420 South Memorial Drive.  
If you have any questions, contact the Financial Assistance Office at [financialassistance@tulstatech.edu](mailto:financialassistance@tulstatech.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 3420 South Memorial Drive, Tulsa, OK 74145.  
Phone: 918-828-5280. Our office hours are Monday to Friday 7:30 AM to 4:30 PM.

If you are ineligible to use the IRS-DRT due the reasons listed below, contact the Financial Assistance Office.

- Student/parent is married, and either the student/parent or his/her spouse filed as Married Filing Separately.
- Student/parent is married, and either the student/parent or his/her spouse filed as Head of Household.
- Parents' marital status is "Unmarried and both legal parents living together."
- Student/parent filed a Puerto Rican or foreign tax return.

## **2016 IRS Verification of Non-Filing Letter & 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

At your local IRS office - call 1-844-545-5640 to make an appointment