

Your 2023–2024 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, 2023 TO JUNE 30, 2024 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, 2023 through June 30, 2024.**

*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 07/01/2023 and 06/30/2024? If yes, list the name of the college.
1.		Self	Pontotoc Tech
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			



# 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 2021 Federal Tax Return or 2021 IRS Tax Return Transcript to the Financial Aid Office.

**The 2021 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](mailto:financialaid@pontototech.edu) or you can mail to:

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