

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 a dditional documentation in order to make corrections.

**INSTRUCTIONS**

1. Complete all sections of this worksheet.
2. You must sign the certification (Section D) 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. STUDENT’S HOUSEHOLD INFORMATION**

**PLEASE COMPLETE EACH COLUMN AND INCLUDE THE NAMES OF ALL HOUSEHOLD MEMBERS FROM JULY 1, 2023 TO JUNE 30, 2023 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, 2023 through June 30, 2024, or if the child would be required to provide your information if they were completing a FAFSA for 2023-2024. 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 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.			

**C. INDEPENDENT STUDENT'S INFORMATION**

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

- a.  I filed a 2021 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 2021 Federal IRS Tax Return.
- **Submit a 2021 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 2021 Federal IRS Tax Return:
- **Complete the table below:** list employer(s) and the amount that was earned in 2021
  - **Attach copies of all 2021 W-2 Forms.**  
Non-Tax Filers with 2021 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 2021 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 2021	2021 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 2021 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. CERTIFICATION & SIGNATURE – STUDENT MUST SIGN**

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The person signing certifies that all the information reported is complete and correct.

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

\_\_\_\_\_  
STUDENT 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 [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 are ineligible or unable to use the IRS-DRT, submit a signed copy of your 2021 Federal Tax Return or 2021 IRS Tax Return Transcript to the Financial Aid Office.

**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 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@pontotoctech.edu](mailto:financialaid@pontotoctech.edu) or you can mail to:

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