



(V5) INDEPENDENT VERIFICATION FORM
2018 - 2019

Your **2018/2019** Free Application for Federal Student Aid (FAFSA) was selected for review in a process called verification. The law says that before awarding Federal Student Aid, we may ask you to confirm the information you and your spouse reported on your FAFSA. To verify that you provided correct information the financial aid administrator at your school will compare your FAFSA with the information on this worksheet and with any other required documents. If there are differences, your FAFSA information may need to be corrected. You must complete and sign this worksheet, attach any required documents, and submit the form and other required documents to the financial aid administrator at your school. Your school may ask for additional information. If you have questions about verification, contact your financial aid administrator as soon as possible so that your financial aid will not be delayed.

Independent Student's Information

| | | | |
|---|----------------------|---------------|--|
| Student's Last Name | Student's First Name | Student's M.I | Student's Social Security Number |
| Student's Street Address (include apt. no.) | | | Student's Date of Birth |
| City | State | Zip Code | Student's Email Address |
| Student's Home Phone Number (include area code) | | | Student's Alternate or Cell Phone Number |

**Number of Household Members and Number in College
(Independent Student)**

Number of Household Members: List below the people in the student's household. Include:

- The student.
- The student's spouse, if the student is married.
- The student's or spouse's children if the student or spouse will provide more than half of the children's support from July 1, 2018, through June 30, 2019, even if a child does not live with the student.
- Other people if they now live with the student and the student or spouse provides more than half of the other person's support, and will continue to provide more than half of that person's support through June 30, 2019.

Number in College: Include in the space below information about any household member who is, or will be, enrolled at least half time in a degree, diploma, or certificate program at an eligible postsecondary educational institution any time between July 1, 2018, and June 30, 2019, and include the name of the college.

If more space is needed, attach a separate page with your name and Social Security Number at the top.

| Full Name | Age | Relationship | College | Enrolled at Least Half Time in 18/19 |
|-----------------------------|-----|--------------|---------------------------|---|
| <i>Marty Jones(example)</i> | 28 | <i>Wife</i> | <i>Central University</i> | <i>Yes</i> |
| | | <i>Self</i> | Metro Technology Centers | Yes |
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| | | | | |

Note: We will require additional documentation for additional household members enrolled in college such as their schedule.



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Independent Student's Income Information to Be Verified

Please select one of the following:

1. The student filed a 2016 federal tax return.
2. The student did not file 2016 federal tax return.
3. The student filed an amended 2016 federal tax return.
4. The student filed a non-IRS tax return (e.g., a tax return for a foreign country).
5. The student is a victim of IRS identity theft.
6. The student was granted a filing extension by the IRS.

Verification of 2016 IRS Income Tax Return Information for Student Tax Filers

Important Note: The instructions below apply to the student and spouse, if the student is married. Notify the financial aid office if the student or spouse filed separate IRS income tax returns for 2016 or had a change in marital status after the end of the 2016 tax year on December 31, 2016.

Instructions: Complete this section if the student and spouse filed or will file a 2016 IRS income tax return(s). ***The best way to verify income is by using the IRS Data Retrieval Tool (IRS DRT) that is part of FAFSA on the Web at FAFSA.gov.*** In most cases, no further documentation is needed to verify 2016 IRS income tax return information that was transferred into the student's FAFSA using the IRS DRT if that information was not changed.

In most cases, for electronic filers, 2016 IRS income tax return information for the IRS DRT is available within 2–3 weeks after the 2016 electronic IRS income tax return has been accepted by the IRS. Generally, for filers of 2016 paper IRS income tax returns, the 2016 IRS income tax return information is available for the IRS DRT within 8–11 weeks after the 2016 paper IRS income tax return has been received by the IRS. Contact the financial aid office if more information is needed about using the IRS DRT.

Check the box that applies:

- The student has used the IRS DRT in *FAFSA on the Web* to transfer 2016 IRS income tax return information into the student's FAFSA.
- The student has not yet used the IRS DRT in *FAFSA on the Web*, but will use the tool to transfer 2016 IRS income tax return information into the student's FAFSA once the 2016 IRS income tax return has been filed.
- The student is unable or chooses not to use the IRS DRT in *FAFSA on the Web*, and instead will provide the school a **2016 IRS Tax Return Transcript(s)**.

A 2016 IRS Tax Return Transcript may be obtained through:

- **Get Transcript by MAIL** – Go to www.irs.gov, under the Tools heading, click "Get a tax transcript." Click "Get Transcript by MAIL." Make sure to request the "IRS Tax Return Transcript" and **NOT** the "IRS Tax Account Transcript." The transcript is generally received within 10 business days from the IRS's receipt of the online request.
- **Get Transcript ONLINE** – Go to www.irs.gov, under the Tools heading, click "Get a tax transcript." Click "Get Transcript ONLINE." Make sure to request the "IRS Tax Return Transcript" and **NOT** the "IRS Tax Account Transcript." To use the Get Transcript Online tool, the user must have (1) access to a valid email address, (2) a text-enabled mobile phone (pay-as-you-go plans cannot be used) in the user's name, and (3) specific financial account numbers (such as a credit card number or an account number for a home mortgage or auto loan). The transcript displays online upon successful completion of the IRS's two-step authentication.
- **Automated Telephone Request** – 1-800-908-9946. Transcript is generally received within 10 business days from the IRS's receipt of the telephone request.
- **Paper Request Form** – IRS Form 4506T-EZ or IRS Form 4506-T. The transcript is generally received within 10 business days from the IRS's receipt of the paper request form.

Note: *If the student and spouse filed separate 2016 IRS income tax returns, the IRS DRT cannot be used and the 2016 IRS Tax Return Transcript(s) must be provided for each.*



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___ Check here if a **2016 IRS Tax Return Transcript(s)** is provided.

___ Check here if a **2016 IRS Tax Return Transcript(s)** will be provided later.

Verification of 2016 IRS Income Tax Return Information for Student Non-tax Filers

The instructions and certifications below apply to the student and spouse, if the student is married. Complete this section if the student and spouse will not file and are not required to file a 2016 income tax return with the IRS.

Check the box that applies:

- The student and spouse were not employed and had no income earned from work in 2016.
- The student and/or spouse were employed in 2016 and have listed below the names of all employers, the amount earned from each employer in 2016, and whether an IRS W-2 form is provided. **[Provide copies of all 2016 IRS W-2 forms issued to the student and spouse by their employers].** List every employer even if the employer did not issue an IRS W-2 form.

If more space is needed, provide a separate page with the student's name and ID number at the top.

| Employer's Name | 2016 Amount Earned | IRS W-2 Provided? |
|---|--------------------|-------------------|
| <i>Suzy's Auto Body Shop (example)</i> | <i>\$2,000.00</i> | <i>Yes</i> |
| | | |
| | | |
| | | |
| <i>Total Amount of Income Earned From Work:</i> | | |

You MUST provide documentation from the IRS that indicates a 2016 IRS income tax return was not filed with the IRS. This can be obtained with the same instructions as obtaining a IRS Tax Transcript noted in the above section.

- ___ Check here if confirmation of non-filing is provided.
- ___ Check here if confirmation of non-filing will be provided later.

Verification of 2016 IRS Income Tax Return Information for Students Who Filed an Amended IRS Income Tax Return Must Provide the following:

A **2016 IRS Tax Return Transcript** (that will only include information from the original tax return and does not have to be signed), or any other IRS tax transcript(s) that includes all of the income and tax information required to be verified; **and**

A signed copy of the 2016 IRS Form 1040X, "Amended U.S. Individual Income Tax Return," that was filed with the IRS.

Verification of 2016 IRS Income Tax Return Information for Students Who Filed Non-IRS Income Tax Returns

A tax filer who filed an income tax return with Guam, the Commonwealth of the Northern Mariana Islands, the Commonwealth of Puerto Rico and the U.S. Virgin Islands may provide a signed copy of his or her income tax return that was filed with the relevant tax authority. However, if we question the accuracy of the information on the signed copy of the income tax return, the tax filer must provide us with a copy of the tax account information issued by the relevant tax authority before verification can be completed.

A tax filer who filed an income tax return with the tax authority for American Samoa must provide a copy of his or her tax account information.

A tax filer who filed an income tax return with tax authorities not mentioned above, i.e. a foreign tax authority, and who indicates that he or she is unable to obtain the tax account information free of charge, must provide documentation that the tax authority charges a fee to obtain that information, along with a signed copy of his or her income tax return that was filed with the relevant tax authority.



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Individuals who were Victims of IRS Identity Theft Must Provide the following:

A Tax Return DataBase View (TRDBV) transcript obtained from the IRS, or any other IRS tax transcript(s) that includes all of the income and tax information required to be verified; *and*

A statement signed and dated by the tax filer indicating that he or she was a victim of IRS tax-related identity theft and that the IRS is aware of the tax-related identity theft.

Verification of 2016 IRS Income Tax Return Information for Individuals Granted a Filing Extension by the IRS

An individual who is required to file a 2016 IRS income tax return and has been granted a filing extension by the IRS beyond the automatic six-month extension for tax year 2016, must provide:

A copy of IRS Form 4868, “Application for Automatic Extension of Time to File U.S. Individual Income Tax Return,” that was filed with the IRS for tax year 2016;

A copy of the IRS's approval of an extension beyond the automatic six-month extension for tax year 2016;

Verification of Non-filing Letter (confirmation that the tax return has not yet been filed) from the IRS or other relevant tax authority dated on or after October 1, 2017;

A copy of IRS Form W-2 for each source of employment income received or an equivalent document for tax year 2016 and,

If self-employed, a signed statement certifying the amount of the individual's Adjusted Gross Income (AGI) and the U.S. income tax paid for tax year 2016.

High School Completion Status

You MUST provide one of the following documents to indicate the student's high school completion status when the student begins college in 2018–2019:

A copy of the student's high school diploma.

For students who completed secondary education in a foreign country, a copy of the “secondary school leaving certificate” or other similar document.

A copy of the student's final official high school transcript that shows the date when the diploma was awarded.

A State certificate or transcript received by a student after the student passed a State-authorized examination that the State recognizes as the equivalent of a high school diploma (GED test, HiSET, TASC, or other State-authorized examination).

An academic transcript that indicates the student successfully completed at least a two-year program that is acceptable for full credit toward a bachelor's degree.

For a student who was homeschooled in a State where State law requires the student to obtain a secondary school completion credential for homeschooling (other than a high school diploma or its recognized equivalent), a copy of that credential.

For a student who was homeschooled in a State where State law does not require the student to obtain a secondary school completion credential for homeschooling (other than a high school diploma or its recognized equivalent), a transcript, or the equivalent, signed by the student's parent or guardian, that lists the secondary school courses the student completed and includes a statement that the student successfully completed a secondary school education in a homeschool setting.

A student who is unable to obtain the documentation listed above must contact the financial aid office.



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Identity and Statement of Educational Purpose

The student must appear in person at *Metro Technology Centers* to verify his or her identity by presenting an **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 Statement of Educational Purpose provided below.

Statement of Educational Purpose

I certify that I _____ am the individual signing this
(Print Student's Name)

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 *Metro Technology Centers* for 2018–2019.

(Student's Signature)

Date

(Student's ID Number)

For Office Use Only:

Identity confirmed in person and ID copied by: _____ Date _____

Form of Identity received: _____ Exp Date: _____

Certification and Signature

Each person signing below certifies that all of the information reported is complete and correct. The student must sign this worksheet. If married, the spouse's signature is optional.

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

Student's Printed Name

Date

Student's Signature (Required)

Date

Spouse's Signature (Optional)

Date

***Submit this worksheet to:
Metro Technology Centers – Office of Financial Aid
1900 Springlake Drive,
Oklahoma City, OK, 73111***