

V1 - 2024–2025 Verification Worksheet

Dependent Student

Your 2024–2025 Free Application for Federal Student Aid (FAFSA) was selected for a review process. Certain applications are flagged by the federal processor due to federal edit. Due to this selection, the law says we must ask the student and at least one parent to confirm and provide information input on the FAFSA before awarding Federal Student Aid. To verify that you provided correct information a 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 and at least one parent must complete and sign this worksheet, attach any required documents, and submit the form and required documents to the financial aid office 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.**

A. Dependent Student's Information

Last Name	First Name	M.I.	Preferred Name	Oregon Tech ID #
Street Address (include apt. no.)			Date of Birth	
City	State	Zip Code		Email Address
Home Phone Number (include area code)			Alternate Phone Number	

B. Dependent Student's Family Information

List below the people in your parent(s)' household. Include:

- Yourself and your parent(s) (including a stepparent) even if you don't live with your parent(s).
- Your parent(s) other children if your parent(s) will provide more than half of their support from July 1, 2024, through June 30, 2025, or if the other children would be required to provide parental information if they were completing a FAFSA for 2024–2025. Include children who meet either of these standards, even if they do not live with your parent(s).
- Other people if they now live with your parent(s) and your parent(s) provide more than half of their support and will continue to provide more than half of their support through June 30, 2025.

Full Name	Age	Relationship
<i>Missy Jones (example)</i>	<i>18</i>	<i>Sister</i>
		<i>Self</i>

Instructions for retrieving Tax Transcripts or Non-Filing Letter:

- Go to www.irs.gov
- Select Get Your Tax Record
- Click on Get Transcript by MAIL or ONLINE
- Enter in required information and select continue (if you filed Married filing Joint make sure you are entering in the information for the first person listed on the tax return)
- Under type of transcript select Return Transcript or Non-Filing Letter and for tax year select 2022 then continue

C. Dependent Student's Income Information to Be Verified

Check the box that applies: (Only one box in this section needs to be selected)

- The student has consented to use the Direct Data Exchange (DDX) on the FAFSA to retrieve and transfer 2022 IRS income information into the student's FAFSA, either on the initial FAFSA or when making a correction to the FAFSA.
- Will provide the institution with a 2022 IRS Tax Return Transcript(s) or a signed copy of the 2022 income tax return and applicable schedules.
- Student was employed in 2022 and **was NOT required to file a Federal Tax Return** and has attached copies of all 2022 W-2 forms issued to you by employers. List every employer and amount earned for 2022 below:

Student Name	Employer's Name	2022 Amount Earned
<i>Missy Jones</i>	<i>Suzie's Auto Body Shop</i>	<i>\$2000.00</i>

- Student **was not employed and had no income earned from work in 2022.**

D. Parent's Income Information to Be Verified— If two parents were reported in Section B of this worksheet, the instructions and certifications below refer and apply to both parents.

Check the box that applies: (Only one box in this section needs to be selected)

- The student's parent has consented to use the Direct Data Exchange (DDX) on the FAFSA to retrieve and transfer 2022 IRS income information into the student's FAFSA, either on the initial FAFSA or when making a correction to the FAFSA
- Will provide the institution with a 2022 IRS Tax Return Transcript(s) or a signed copy of the 2022 income tax return and applicable schedules.
- The parent(s) was employed in 2022 and **was NOT required to file a Federal Tax Return** and:
 - has attached the IRS Tax Non Filing Letter (See instructions at the top of the 2nd page) **and**
 - has attached copies of all 2022 W-2 forms issued to you (and, if married, to your spouse) by employers. List every employer and amount earned for 2022 below:

Parent(s) Name	Employer's Name	2022 Amount Earned
<i>Missy Jones</i>	<i>Suzie's Auto Body Shop</i>	<i>\$2000.00</i>

- The parent(s) **was not employed and had no income earned from work in 2022.** I have attached the IRS Tax Non Filing Letter. See instructions at the top of the 2nd page.

E. Sign this Worksheet

Each person signing this form certifies that all the information reported on it is complete and correct. The student and at least one parent must sign and date. **WARNING: If you purposely give false or misleading information on this worksheet, you may be fined, sentenced to jail, or both.**

Student _____ Date _____

Parent _____ Date _____

Please submit all documents to:

Oregon Tech Financial Aid Office

3201 Campus Drive

Klamath Falls, OR 97601

541.885.1280 (phone) 541.885.1024 (fax) www.oit.edu/faid (website) dollars@oit.edu (e-mail)

