V4/V5 - 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 to the financial aid office at your school. **Your school may ask for additional information**. **COMPLETE ENTIRE WORKSHEET AND SIGN THE END.**

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 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
Missy Jones (example)	*18*	*Sister*
		Self

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
Missy Jones	*Suzie's Auto Body Shop*	*$2000.00*

☐ 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:

- ☐ have attached the IRS Tax Non Filing Letter (See instructions at the top of the 2nd page) **and**
- ☐ have 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
Missy Jones	*Suzie's Auto Body Shop*	*$2000.00*

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

E. Identity and Statement of Educational Purpose (To Be Signed at the Institution)

The student **MUST APPEAR IN PERSON** at the Oregon Tech Financial Aid office to verify his or her identity by presenting 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 with the date it was received and the name of the official at the institution authorized to collect the student's ID.

In addition, the student must sign, **in the presence of an institutional official**, the following:

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
_____ for 2024-2025.
(Name of Postsecondary Educational Institution)

_____
Student's Signature Date

_____
School Officer's Name Title Document Received Date

****If you are unable to bring the document in person to either the Oregon Tech Financial Aid office in Klamath Falls or to the Portland-Metro Campus, you will need to bring the documentation and this form to a notary to be completed. The section for the notary seal and signature is included on the next page of this worksheet****

Identity and Statement of Educational Purpose
(To Be Signed With A Notary)

If the student is unable to appear in person at Oregon Tech to verify his or her identity, the student must provide:

(a) A copy of the valid government-issued photo identification (ID) that is acknowledged in the notary statement below, such as but not limited to a driver's license, other state-issued ID, or passport; and

(b) The original notarized 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 _____ for 2024-2025.
(Name of Postsecondary Educational Institution)

_____ _____
(Student's Signature) (Date)

Notary's Certificate of Acknowledgement

State of _____

City/County of _____

On_____, before me, _____,
(Date) (Notary's name)

personally appeared, _____, and provided to me
(Printed name of signer)
on basis of satisfactory evidence of identification _____
(Type of government-issued photo ID provided)
to be the above-named person who signed the foregoing instrument.

WITNESS my hand and official seal
(seal) _____
(Notary signature)

My commission expires on _____
(Date)

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F. 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 Signature: _____ Date:_____

Parent Signature:_____ Date:_____

Worksheet must be brought in person or mailed to:

Oregon Tech Financial Aid Office
3201 Campus Drive
Klamath Falls, OR 97601
541.885.1280
www.oit.edu/faid

Oregon TECH