



Instructions for Requested Documents 2022-2023

If documents are needed for verification, you will receive an email notice from the Financial Aid Office. Listed below are the instructions for documents that might be requested.

VERIFY INCOME: The best way to verify income is by using the **IRS Data Retrieval Tool** (IRS DRT) through the [FAFSA website](#). In most cases, no further documentation will be needed if you use the IRS DRT and do not change any information. (If you are required to submit a V4 or V5 form, those **MUST** be done in-person, see below.) If you are ineligible or unable to use the IRS-DRT, submit a **signed** copy of your **2020 Federal Tax Return** or **2020 IRS Tax Return Transcript** to the **Financial Aid Office**.

TO OBTAIN a 2020 IRS Tax Return Transcript, Verification of Non-Filing Letter and/ or Wage & Income Transcript, access the following:

- **Online** <https://www.irs.gov/students>
- **Call** 1-800-908-9946

OR

- **Send a 4506-T form** to the IRS or at your Local IRS office. Call 1-844-545-5640 to make an appointment.

WAYS TO SUBMIT your documents. First, **SAVE** the documents to your device.

- **Upload** your documents to our **Secure Upload site** here: **UPLOAD**
This is the fastest and most secure way to get documents to the Financial Aid Office.
- **Email** documents to financialaid@metrotech.edu
Make sure your documents contain NO PERSONAL INFORMATION such as social security #, tax information or birthdate

OR

- **Mail** your documents through the U.S. Postal Service to:

Metro Technology Centers
Financial Aid Office
1900 Springlake Drive | Oklahoma City | OK | 73111

For faster service, if you have a V4 or V5 form you may call to schedule an appointment. Bring your UNEXPIRED state issued ID in to sign your "Statement of Education Purpose."

Signatures for those forms MUST be done in-person.

NEED MORE HELP? Contact us for an appointment

- **Call** Financial Aid Office 405.595.4457 or 405.595.4430
- **Email** financialaid@metrotech.edu



Instructions for Requested Documents 2023-2024

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