



INSTRUCTIONS FOR REQUESTED VERIFICATION DOCUMENTS 2025-2026

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: If the 2023 income tax return information for the student (or spouse, if applicable) was not available or could not be used, the student should provide the institution with a **2023 IRS Tax Return Transcript(s) or a signed copy of the 2023 income tax return and applicable schedules.**

A **2023 IRS Tax Return Transcript** may be obtained through:

- **Get Transcript by Mail** – Go to www.irs.gov, click "Get Your Tax Record." Click "Get Transcript by Mail." Make sure to request the "Return Transcript" and **NOT** the "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, click "Get Your Tax Record." Click "Get Transcript Online." Make sure to request the "Return Transcript" and **NOT** the "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.

INSTRUCTIONS TO OBTAIN 2023 NON-FILERS STATEMENT: You indicated on your 2025-2026 FAFSA that you will not file and are not required to file a 2023 Federal Income Tax Return. Federal regulations require us to obtain proof that you are not required to file a 2023 IRS Tax Return.

You must submit an IRS Verification of Non-filing Statement

You can request the IRS Verification of Non-Filing Statement by one of the following methods:

- **Get transcript ONLINE:** Go to www.irs.gov, click "Get your Tax Record," then click "Get Transcript ONLINE"
- **Automated Telephone Request** 1-800-908-9946



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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

NEED MORE HELP? Contact us for an appointment

- **Call** Financial Aid Office 405-595-4446
- **Email** financialaid@metrotech.edu