

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. Independent Student’s Income Information to Be Verified

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

- The student (and spouse) 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.
- I, the student, (and/or the student’s spouse if married) was employed in 2022, didn’t file taxes and:
- have attached the IRS Tax Non Filing Letter (See instructions at the top of the 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:

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

- The student (and, if married, the student’s spouse) **was not employed and had no income earned from work in 2022** and:
- have completed the **2024-25 Low Income Statement** available at www.oit.edu/faid/forms **and**
 - have attached the IRS Tax Non Filing Letter (See instructions at the top of the page)

D. Sign this Worksheet

By signing this form I certify that all the information reported on it is complete and correct. **WARNING: If you purposely give false or misleading information on this worksheet, you may be fined, sentenced to jail, or both.**

Student _____

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 dollars@oit.edu

