

2013-2014 Institutional Verification Form (IVF) - Dependent
Spartanburg Community College – Financial Aid Office
P.O. Box 4386, Spartanburg, S.C. 29305
Phone: (864) 592-4810 Toll Free: 1-888-591-3810 Fax: (864) 592-4945

Your 2013-2014 application for financial aid has been selected for verification. Submit the requested documentation detailed below as soon as possible. Processing of your financial aid file cannot continue, and no financial aid can be awarded until the required information has been received. The authority for SCC to review the requested documents can be found in CFR Title 34, Part 668.

STUDENT NAME: _____ SSN or SCC ID: _____

Section 1: Household Information

List below the people that your parent(s)* will support between July 1, 2013, and June 30, 2014. Be sure to include yourself, your parent(s) and their other dependent children. Include other people only if they lived with your parent(s) and received more than half their support from your parent(s) at the time you applied for financial aid and will continue to receive this support between July 1, 2013, and June 30, 2014. In addition, provide the name of the university or college for family members who will be attending **at least half-time** during the 2013-2014 academic year and who will be enrolled in a degree, diploma or certificate program. Always list yourself. Do not include the university or college for your parent(s).

**Parent(s) means your natural/adoptive parents if they are still married to each other; the natural/adoptive parent with whom you live if your parents are divorced, separated or if one parent is deceased; or the natural/adoptive parent and stepparent with whom you live. Parent(s) does not mean grandparents, foster parents, aunts and uncles unless they have legally adopted you.*

| Full Name of Family Member | Relationship to Student | Date of Birth (mm/dd/yyyy) | Age | Name of University or College Attending in 2013-2014 |
|----------------------------|-------------------------|----------------------------|-----|--|
| | Self | | | Spartanburg Community College |
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Section 2: Student's Tax Return and Income Information

A. Tax Return Filers: (Check the one box that applies)

- ☐ I have used the IRS Data Retrieval Tool in FAFSA on the Web to retrieve and transfer my 2012 IRS income information. (SCC will use the IRS information that was transferred in the verification process, and you do not need to submit an IRS Tax Transcript.)
- ☐ I have not yet used the IRS Data Retrieval Tool in FAFSA on the Web, but will use the tool to retrieve and transfer my 2012 IRS income information. (SCC cannot complete the verification process until the IRS information has been transferred into the FAFSA.)
- ☐ I am unable or choose not to use the IRS Data Retrieval Tool in FAFSA on the Web, and I will submit a **2012 IRS tax return transcript**. SCC cannot accept a photocopy of your income tax return. (For detailed information about obtaining an IRS tax return transcript, go to www.sccsc.edu/FinancialAid/IRS.)
- ☐ Check here if your IRS tax return transcript is attached to this form.

B. Tax Return Non-Filers:

- ☐ Check if you will not file and are not required to file a 2012 federal income tax return. The amount of earned income that you received in 2012 was \$ _____. **You must attach copies of all W2 forms.**

Section 3: Parent's Tax Return and Income Information

A. Tax Return Filers: (Check the one box that applies)

- ☐ The student's parent has used the IRS Data Retrieval Tool in FAFSA on the Web to retrieve and transfer 2012 IRS income information. (SCC will use the IRS information that was transferred in the verification process, and your parent(s) does not need to submit an IRS Tax Transcript.)
- ☐ The student's parent has not yet used the IRS Data Retrieval Tool in FAFSA on the Web, but will use the tool to retrieve and transfer 2012 IRS income information. (SCC cannot complete the verification process until the IRS information has been transferred into the FAFSA.)
- ☐ The student's parent is unable or chooses not to use the IRS Data Retrieval Tool in FAFSA on the Web and will submit a **2012 IRS tax return transcript. SCC cannot accept a photocopy of the income tax return.** If the parents are married and separate 2012 tax returns were filed, a 2012 tax return transcript must be submitted for each parent. (For detailed information about obtaining an IRS tax return transcript, go to www.sccsc.edu/FinancialAid/IRS.)
- ☐ Check here if your parent's IRS tax return transcript is attached to this form.

B. Tax Return Non-Filers:

- ☐ Check if your parent(s) will not file and are not required to file a 2012 federal income tax return. The amount of earned income that your parent(s) received in 2012 was \$ _____. **You must attach copies of all W2 forms.**

Section 4: Other Information

A. Supplemental Nutrition Assistance Program or SNAP (formerly known as food stamps):

- ☐ Check if someone listed in your household received benefits from SNAP (formerly known as food stamps) any time during the 2011 or 2012 calendar years.

B. Child Support Paid: (Please note this is child support PAID by your parent not RECEIVED by your parent.)

- ☐ Check if your parent(s) **paid** child support in 2012. List each child's name for whom support was paid: _____.
- (You cannot include child support paid for a child listed as a member of your parent's household in Section 1. Submit a record from the Clerk of Court's Office of the amount of child support paid in 2012 for **all** children.)

Section 5: Certifications, Signatures and Contact Information

By signing this *Institutional Verification Form*, I (we) certify that all information reported to qualify for federal financial assistance is complete and correct. At least one parent must sign.

Student Signature: _____ Date: _____

Parent Signature: _____ Date: _____

*Student's Mailing Address:

Street City State Zip

*Student's Telephone Numbers:

Home Work Cell

* To receive all correspondence from SCC, please keep your mailing address updated in the SCC records office. The majority of communications from the SCC financial aid office, including the award notification, will be sent to your SCC email account. Through My SCC Portal, you must review your email and announcements regularly to ensure you have the latest information about your financial aid.

WARNING: If you purposely give false or misleading information on this form, you may be fined, be sentenced to jail or both.