

**2012-2013 Institutional Verification Form (IVF) - Independent**  
**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 2012-2013 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 you and/or your spouse (if married) will support between July 1, 2012, and June 30, 2013. Be sure to include yourself, your spouse and your dependent children. Include other people only if they lived with you and received more than half their support from you and/or your spouse at the time you applied for financial aid and will continue to receive this support between July 1, 2012, and June 30, 2013. In addition, provide the name of the university or college for family members who will be attending **at least half-time** during the 2012-2013 academic year and who will be enrolled in a degree, diploma or certificate program. Always list yourself.

Full Name of Family Member	Relationship to Student	Date of Birth (mm/dd/yy)	Age	Name of University or College Attending in 2012-2013
	Self			Spartanburg Community College

**Section 2: Student's (and Spouse's, if married) 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 (and, if married, my spouse's) 2011 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 (and, if married, my spouse's) 2011 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 **2011 IRS tax return transcript**. **SCC cannot accept a photocopy of your income tax return.** If you are married and you and your spouse filed separate 2011 tax returns, you must submit a tax return transcript for both you and your spouse. (For detailed information about obtaining an IRS tax return transcript, go to [www.sccsc.edu/FinancialAid/IRS](http://www.sccsc.edu/FinancialAid/IRS).)
- Check here if your IRS tax return transcript is attached to this form.

**B. Tax Return Non-Filers: (Check ALL boxes that apply)**

- Check if you will not file and are not required to file a 2011 federal income tax return. The amount of earned income that you received in 2011 was \$\_\_\_\_\_. **You must attach copies of all W2 forms.**
- Check if your spouse will not file and is not required to file a 2011 federal income tax return. The amount of earned income that your spouse received in 2011 was \$\_\_\_\_\_. **You must attach copies of all W2 forms.**

**Section 3: 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 2010 or 2011 calendar years.

**B. Child Support Paid: (Please note this is child support PAID by you (or your spouse, if married) not RECEIVED by you (or your spouse, if married).)**

Check if you (or your spouse, if married) **paid** child support in 2011. 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 household in Section 1. Submit a record from the Clerk of Court's Office of the amount of child support paid in 2011 for **all** children.)*

**Section 4: Certifications, Signatures and Contact Information**

By signing this *Institutional Verification Form*, I certify that all information reported to qualify for federal financial assistance is complete and correct.

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**\*Student's Mailing Address:**

\_\_\_\_\_  
**Street City State and 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.**