



## 2024-2025 Institutional Verification Form (IVF) - Dependent

Your 2024-2025 application for financial aid has been selected for verification. Submit the requested documentation 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: \_\_\_\_\_ SCC ID / SSN: \_\_\_\_\_

### Section 1: Family Size Information

List below parent's household information. Be sure to include yourself, your parent(s), and their other dependent children. Include other people only if they lived with your parents and align with whom the parent could claim as a dependent on a U.S. tax return if the parent were to file a U.S. tax return at the time of completing the 2024-2025 FAFSA. As a result, the parent should not include any unborn children in the family size. ***\*Parent(s) means your biological/adoptive parents. Grandparents, aunts/uncles, foster parents and/or legal guardians are not considered parents unless they legally adopted you.***

Full Name of Family Member	Relationship	Date of Birth (MM/DD/YYYY)	Age
	<i>Self</i>		

### Section 2: Student's Tax Return and Income Information

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

- I have used the Direct Data Exchange (FA-DDX) in the FAFSA to retrieve and transfer my 2022 IRS income information.
- I have not yet used the Direct Data Exchange (FA-DDX) in the FAFSA but will use the tool to retrieve and transfer my 2022 IRS income information.
- Check here if your IRS tax return transcript or signed copy of your 2022 federal income tax return and applicable schedules is attached to this form.

**B. Tax Return Non-Filers Statement: Dependent Student Self-Certify**

- Check if you were not employed and had no income earned from work in 2022.
- Check if you were employed in 2022 and are not required to file a 2022 federal income tax return.
- Attach copy of W2 statement or an equivalent document for each source of employment income received.
  - List every employer even if the employer did not issue an IRS W-2 form.

EMPLOYER'S NAME	IRS W-2 or Equivalent Document Provided (Y/N)	Annual Amount Earned in 2022

### Section 3: Parent's Tax Return and Income Information

**Important note:** The instructions below apply to each parent included in the household. Notify the financial aid office if the parents filed separate IRS income tax returns for 2022 or had a change in marital status after December 31, 2022. As part of federal student aid eligibility, parents will be required to consent and approve sharing and importing income and tax information from the IRS to the FAFSA form, even if the attempt to obtain or use such data is ineffective. In other words, if the parents filed separate 2022 IRS income tax returns, both must provide consent and approval to share and import income and tax information from the IRS. In most cases, no further documentation is needed to verify 2022 income information that was transferred into the student's FAFSA using income and tax information directly from the IRS.

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

- The student's parent has used Direct Data Exchange (FA-DDX) in the FAFSA to retrieve and transfer their 2022 IRS income information.
- The student's parent has not yet used the Direct Data Exchange (FA-DDX) in the FAFSA but will use the tool to retrieve and transfer my 2022 IRS income information.

*Parent Tax Return and Income Information Continued on Back*

\_\_\_\_\_ Check here if your parent's IRS tax return transcript or signed copy of your parent's 2022 IRS income tax return and applicable schedules is attached to this form.

\_\_\_\_\_ Check here if a 2022 IRS Tax Return Transcript(s) or a signed copy of the 2022 income tax return and applicable schedules is provided.

\_\_\_\_\_ Check here if a 2022 IRS Tax Return Transcript(s) or a signed copy of the 2022 income tax return and applicable schedules will be provided later.

**B. Tax Return Non-Filers Statement:**

\_\_\_\_\_ Check if you were not employed and had no income earned from work in 2022.

\_\_\_\_\_ Check if your parent(s) will not file and are not required to file a **2022** federal income tax return.

- Attach copy of W2 statement or an equivalent document for each source of employment income received.
- List every employer even if the employer did not issue an IRS W-2 form.

EMPLOYER'S NAME	IRS W-2 or Equivalent Document Provided (Y/N)	Annual Amount Earned in 2022	PARENT

Provide documentation from the IRS or other relevant tax authority dated on or after October 1, 2022, that indicates a 2022 IRS income tax return was not filed with the IRS or other relevant tax authority.

\_\_\_\_\_ Check here if confirmation of non-filing is provided.

\_\_\_\_\_ Check here if confirmation of non-filing will be provided later.

**Individuals Who Filed an Amended IRS Income Tax Return**

An individual who filed an amended IRS income tax return for tax year 2022 must provide:

- FA-DDX information on an ISIR record with all tax information from the original tax return **OR** A 2022 IRS Tax Return Transcript (that will only include information from the original tax return and does not have to be signed), **OR** any other IRS tax transcript(s) that includes all of the income and tax information required to be verified; **OR** a signed copy of the 2022 income tax return and applicable schedules; **and**
- A signed copy of the 2022 IRS Form 1040X, "Amended U.S. Individual Income Tax Return," that was filed with the IRS.

**Individuals Who Were Victims of IRS Tax-Related Identity Theft**

An individual who was the victim of IRS tax-related identity theft must provide:

- A Tax Return DataBase View (TRDBV) transcript obtained from the IRS, or if unable to obtain a TRDBV, an equivalent document provided by the IRS or a copy of the signed 2022 income tax return and applicable schedules the individual filed with the IRS; **and**
- A statement signed and dated by the tax filer indicating that he or she was a victim of IRS tax-related identity theft, and that the IRS is aware of the tax-related identity theft.

**Section 4: 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 and Zip

\*Student's Telephone Numbers: \_\_\_\_\_

Home

Cell

*\* To receive all correspondence from SCC, please keep your mailing address updated in the SCC records office. Most 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, you may be fined, sentenced to prison or both.**

**Spartanburg Community College – Financial Aid Office  
131 Community College Drive, Spartanburg, S.C. 29303  
Phone: (864) 592-4810 Toll Free: 1-888-591-3810**