



2024-2025 Institutional Verification Form (IVF) - Independent

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: Household Information

List below the people that you and/or your spouse (if married) will support between July 1, 2024, and June 30, 2025. Be sure to include yourself, your spouse, and your dependent children. Include dependent children and other people only if they lived with and/or your spouse (if married) and align with whom you and/or your spouse (if married) could claim as a dependent on a U.S. tax return if you were to file a U.S tax return at the time of completing the 2024-2025 FAFSA. As a result, you should not include any unborn children in the family size.

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

Section 2: Student's (and Spouse's, if married) Tax Return and Income Information

Important note: Complete this section if the student and spouse filed or will file a 2022 IRS income tax return(s). As part of federal student aid eligibility, students, and spouses (as appropriate), 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 student and spouse 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)

_____ I have used the Direct Data Exchange (FA-DDX) in the FAFSA to retrieve and transfer my (and, if married, my spouse's) **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 (and, if married, my spouse's) 2022 IRS income information.

_____ I am unable or choose not to use the Direct Data Exchange (FA-DDX) in FAFSA on the Web, and I will submit a **2022 IRS tax return transcript** or signed copy of your 2022 federal income tax return and applicable schedules.

If you are married and you and your spouse filed separate **2022** tax returns, you must submit a tax return transcripts or signed copies of your 2022 IRS tax returns and applicable schedules for both you and your spouse. (For detailed information about obtaining an IRS tax return transcript, go <https://www.irs.gov/>.)

_____ Check here if your IRS tax return transcript is attached to this form.

If the student and spouse filed separate 2022 IRS income tax returns,

_____ 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.

Student (and Spouse, if married) Tax Return and Income Information Continued on Back

B. Tax Return Non-Filers Statement:

____ 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

____ Check if your spouse was not employed and had no income earned from work in 2022.

____ Check if your spouse was employed in 2022 and was 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

Provide documentation from the IRS or other relevant tax authority dated on or after October 1, 2022, for yourself and/or spouse 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 3: 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 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*