



Financial Aid Office
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**2017-2018
Verification Worksheet
Dependent**

Your 2017-2018 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 Technical College of the Lowcountry (TCL) to review the requested documents can be found in CFR Title 34, Part 668.

STUDENT NAME: _____ **TCL STUDENT ID:** _____

Section 1: Household Information

List below the people that your parent(s)* will support between July 1, 2017, and June 30, 2018. 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, 2017, and June 30, 2018. In addition, provide the name of the university or college for family members who will be attending **at least half-time** during the 2017-2018 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 biological/adoptive parents if they are married to each other or are not married to each other and live together; the biological/adoptive parent with whom you live if your parents are divorced, separated or if one parent is deceased; or the biological/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/yy)	Age	Name of University or College Attending in 2017-2018
	Self			TCL

Section 2: Student's Tax Return and Income Information

A. TAX RETURN FILERS—Important Note: If the student filed, or will file, an amended 2015 IRS tax return, the student must contact the financial aid administrator before completing this section.

Instructions: Complete this section if the student filed or will file a 2015 IRS income tax return. The best way to verify income is by using the IRS Data Retrieval Tool (IRS DRT) that is part of FAFSA on the Web at FAFSA.gov. In most cases, no further documentation is needed to verify 2015 income information that was transferred into the student's FAFSA using the IRS DRT if that information was not changed by the FAFSA filer. *If you need more information about when, or how to use the IRS Data Retrieval Tool see your financial aid administrator.*

- I have used the IRS Data Retrieval Tool in FAFSA on the Web to retrieve and transfer my 2015 IRS income information. (TCL 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 2015 IRS income information.
- I am unable or choose not to use the IRS Data Retrieval Tool in FAFSA on the Web, and I will submit a **2015 IRS tax return transcript or photocopy of the SIGNED 2015 income tax return. TCL cannot accept a photocopy of your income tax return.**
- Check here if your IRS tax return transcript photocopy of the SIGNED 2015 income tax return is attached to this form.

To obtain an IRS tax return transcript go to www.irs.gov and click "Get a Transcript" link under the Tools heading, or call 1-800-908-9946. Make sure you order the "IRS tax return transcript" and not the "IRS tax account transcript." It takes up to two weeks for IRS income information to be available for electronic IRS tax return filers, and up to eight weeks for paper tax return filers. Contact the financial aid office if more information is needed about using the IRS DRT or obtaining an IRS Tax Return Transcript.

Statement of Non-Discrimination: Technical College of the Lowcountry is committed to a policy of equal opportunity for all qualified applicants for admission or employment without regard to race, gender, national origin, age, religion, marital status, veteran status, disability, or political affiliation or belief.

B. Tax Return Non-Filers:

- Check if you will not file and are not required to file a 2015 federal income tax return. The amount of earned income that you received in 2015 was \$_____. **You must attach copies of all W2 forms.**
- Check if your spouse will not file and is not required to file a 2015 federal income tax return. The amount of earned income that your spouse received in 2015 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)

Instructions: Complete this section if the student’s parent(s) filed or will file a 2015 income tax return with the IRS. *The best way to verify income is by using the IRS Data Retrieval Tool that is part of FAFSA on the Web at www.FAFSA.gov. In most cases, no further documentation is needed to verify 2015 income information that was transferred into the student’s FAFSA using the IRS DRT if that information was not changed by the FAFSA filer. If you need more information about whether or how to use the IRS Data Retrieval Tool see the student’s financial aid administrator.*

- The student’s parent has used the IRS Data Retrieval Tool in FAFSA on the Web to retrieve and transfer 2015 IRS income information. *(TCL 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 2015 IRS income information.
- 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 **2015 IRS tax return transcript. TCL cannot accept a photocopy of the income tax return.** If the parents are married and separate 2015 tax returns were filed, a 2015 tax return transcript or photocopy of the SIGNED 2015 income tax return must be submitted for each parent.
- Check here if your parent’s IRS tax return transcript or photocopy of the SIGNED 2015 income tax return is attached to this form.

B. Tax Return Non-Filers:

- Check if you will not file and are not required to file a 2015 federal income tax return. The amount of earned income that you received in 2015 was \$_____. **You must attach copies of all W2 forms.**
- Check if your spouse will not file and is not required to file a 2015 federal income tax return. The amount of earned income that your spouse received in 2015 was \$_____. **You must attach copies of all W2 forms.**

Section 4: Certifications, Signatures and Contact Information

By signing this *Verification Worksheet*, 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:** _____

TCL Student ID: _____

Student’s Mailing Address: _____
Street City State and Zip

Student’s Telephone Numbers: _____
Home Work Cell

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

