



Financial Aid Office
921 Ribaut Road-PO BOX 1288
Phone 843.470.5961
fax 843.525.8285
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**2017-2018
Verification Worksheet
Independent**

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 you and/or your spouse (if married) will support between July 1, 2017, and June 30, 2018. 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, 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.

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 (and Spouse's, if married) Tax Return and Income Information

A. TAX RETURN FILERS—Important Note: The instructions below apply to the student and spouse, if the student is married. Notify the financial aid office if the student or spouse filed separate IRS income tax returns for 2015 or had a change in marital status after December 31, 2015.

Instructions: Complete this section if the student (or spouse if married) 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 (and, if married, my spouse's) 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 (and, if married, my spouse's) 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**. If you are married and you and your spouse filed separate 2015 tax returns, you must submit a tax return transcript for both you and your spouse.
- Check here if your IRS tax return transcript or photocopy of the SIGNED 2015 income tax return is attached to this form.

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: Certifications, Signatures and Contact Information

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

Student Signature: _____ **Date:** _____

TCL Student ID: _____

Student's Mailing Address: _____

Street **City** **State and Zip**

Student's Telephone Numbers: _____

Home **Work** **Cell**

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