

Office of Financial Aid
506 N. Guignard Drive * Sumter, SC 29150
(803) 778-7831 * (803) 778-6696 * www.cctech.edu/financialsvcs.htm

INDEPENDENT

C# _____

Your application was selected for review in a process called “**verification.**” In this process, **federal law** requires CCTC to compare the information from your FAFSA with signed copies of your 2009 federal tax forms (and your spouse’s if you are married) or other financial aid documents. If there are differences between your application information and your financial documents, corrections may need to be made. Complete this verification form and submit it along with your other documents to our office to avoid delay in the awarding of your financial aid.

*****Please allow 2 weeks for processing. Please note the processing time may be longer during peak times*****
*****If any item is left blank or unsigned, this form may be returned to you*****

Section A. Student Information

Last Name	First Name	M.I.	Social Security Number
Address (include apt. #)	City	State	Zip Code
Date of Birth	My CCTC E-mail Address	Phone Number (include area code)	

What you should do:

1. Collect your (and your spouse’s) **signed** 2009 federal income tax forms.
2. Complete **all** sections and **sign** this worksheet.
3. Bring, mail, or fax the signed and completed worksheet, tax forms, and any other requested documents to our office
4. Ask questions if you are unsure how to complete these forms.

We will compare the information on these documents and make corrections if necessary.

Section B. Family Information

List the people in your household, including:

- Yourself and your spouse if you have one, and;
- Your children, if YOU will provide more than half of their support from July 1, 2010 through June 30, 2011, even if they do not live with you, and;
- Other people if they now live with you and YOU provide for more than half of their support and will continue to provide more than half of their support from July 1, 2010 through June 30, 2011.

Full Name	Date of Birth	Relationship	College
		Self	CCTC

You may continue on a separate sheet if more room is needed for family members.

Section C. Student's Tax Forms and Income Information

Tax returns include the 2009 IRS Form 1040, 1040A, 1040EZ, a tax return from Puerto Rico or a foreign income tax return. If you did not keep a copy, request a copy from your tax preparer or call the IRS at 1-800-829-1040. Follow the instructions. Electronic Signature forms, such as 8879/8453, do not qualify as tax returns.

- Check here if you are attaching **signed** tax return.
- Check if you will not file and are not required to file a 2009 U.S. Income Tax Return.

If you will not/are not required to file, complete the employer and earnings items in the section below.

Employer: _____ Earnings: \$ _____

Employer: _____ Earnings: \$ _____

Section D. Spouse's Tax Forms and Income Information (If student is married)

Check one box only. Tax returns include the 2009 IRS Form 1040, 1040A, 1040EZ, a tax return from Puerto Rico or a foreign income tax return. If you did not keep a copy, request a copy from your tax preparer or call the IRS at 1-800-829-1040. Follow the instructions. Electronic Signature forms, such as 8879/8453, do not qualify as tax returns.

- Check here if you are attaching **signed** copy of your and your spouse joint tax return.
- Check here and attach spouse's **signed** tax return if your spouse filed a separate return.
- Check here if your spouse will not file and is not required to file a 2009 U.S. Income Tax Return.

If your spouse will not/is not required to file, complete the employer and earnings items in the section below.

Employer: _____ Earnings: \$ _____

Employer: _____ Earnings: \$ _____

Section E. Student and Spouse's Untaxed Income Information

Enter all of the following amounts that apply to you and/or your spouse. ***If any do not apply, enter '0'. Do not leave blank.***

\$ _____ Payments to tax deferred pension and savings plan (paid directly or withheld from earnings), including amounts reported on the W-2 Form in Box 12a through 12d, codes D,E,F,G,H and S.

\$ _____ IRA deductions and payments to self-employed SEP, SIMPLE, and Keogh and other qualified plans from IRS from 1040-total lines 28 + 32 or 1040A line 17

\$ _____ Child support received for all children for the year. Don't include foster care or adoption payments.

\$ _____ Tax Exempt interest income from IRS Form 1040 line 8b or 1040A line 8b.

\$ _____ Untaxed portions of IRA distributions from IRS Form 1040 lines 15a minus 15b, or 1040A line 11a minus 11b. Exclude rollovers. If negative, enter zero.

\$ _____ Untaxed portion of pensions from IRS Form 1040 line 16a minus 16b, or 1040A lines 12a minus 12b excluding rollovers. If negative, enter zero.

\$ _____ Veterans non-education benefits such as Disability, Death Pension, or Dependency & Indemnity Compensation (DIC) and/or VA Educational Work-Study allowances.

\$ _____ Other untaxed income or benefits not reported elsewhere on this form, such as Worker's compensation, disability, etc. **DO NOT include** student aid, earned income credit, child tax credit, housing allowance paid to military service members, welfare payments, untaxed Social Security benefits, Workforce Investment Act educational benefits, combat pay (if you are not a tax filer), benefits from flexible spending arrangements (e.g. cafeteria plans), foreign income exclusion or credit for federal tax on special fuels.

\$ _____ Money received, or paid on your behalf (e.g. bills), not reported elsewhere on this form.

Section F. Sign This Worksheet

By signing this worksheet, I certify that all the information reported on this worksheet is complete and accurate.

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

Student's Signature _____ Date _____