

Missing Information Letter (MIL)

Date

Name

Address

Thank you for your interest in Lawson State Community College. We have received your FAFSA for the 2013-2014 academic year; however we need the following items that are checked below to complete your file.

- LSCC Data Form (signature required)
- Need an advisement sheet from advisor
- Verification Worksheet (list everyone in your household) V1 V2 V3 V4 V5
- Student Aid Report (SAR), originals only
- The enclosed SAR must be returned to the Pell Processor for correction(s) Please sign the enclosed form (if dependent student, your parents must also sign)
- Proof of Guardianship or Ward of Court (Court ordered documentation)
- Parent(s) LEGAL GUARDIAN 2012 Federal Income Tax Transcript(s) and W2 forms
- Student's & Spouse's 2012 Federal Income Tax Transcript(s) and W2 forms
- Non-Filers Form and any W 2 and 1099 forms (required on student, spouse, and parent if taxes were not filed)
- Notarized letter with total income received for 2012
- Copy of Social Security Administration Form 1099 (2012)
- Birth certificate, Driver's License, or Social Security Card for children
- You have indicated either you or your parent's marital status is divorced or separated. Please submit verification of divorce or separation (court documents)
- You have not been accepted to the college. All students must be admitted to the College before awarding aid. Please contact the Office of Admissions at (205) 929-3418 or (205) 929 – 6309 for an update on your admission status or an application for admissions.
- You have indicated that you or your parent is a dislocated worker. Please complete the attached form, and submit supporting documentation
- Other: _____

The phone # for the IRS is 1 800-829-1040; the website to order transcripts is www.irs.gov.

All documents submitted become the property of Lawson State Community College; therefore, you should retain copies for your records. When you reply to our office, be sure to indicate student's name and social security number on all documents requested. If there are any questions, please contact the Office of Student Financial Services at 929-3423 or 929-6380.

Respectfully,

Student Financial Services Representative
Office of Student Financial Services
Lawson State Community College

STUDENT SERVICES