

Troy University
Proof of Separation Form
2015-2016
Call 1-800-414-5756 for questions



STUDENT: _____ **SSN:** _____
(First, Middle, Last Name)

Your FAFSA indicated that you and your spouse are separated, but not divorced. This form is required to verify your marital status. You must attach all required supporting documents to this form and submit as a complete package. Our office must determine if you are physically and financially separated from your spouse.

STEP ONE:

Complete the following information about your spouse:

1. Print the name and social security number of your spouse below:

SPOUSES NAME: _____ **SSN:** _____

2. Complete the following information on your **spouse**.

Spouse's current residential address: _____

Date of Marriage: _____ (MM/DD/YY) Date of Separation: _____ (MM/DD/YY)

3. Federal Tax Information: When was the last time a joint tax return was filed?

[Check one] Tax Year 2013 _____ Tax Year 2014 _____ Other Year (Specify) _____ Never Filed Joint

STEP TWO

Complete the following information **about yourself**:

1. Benefits Received since the Separation: (example: Child Support or TANF?) Yes _____ No _____

If Yes, how much per month? _____ Beginning date: _____

Source: _____

2. What are the *monthly* rent /mortgage and utilities amounts? Rent/Mortgage _____ Utilities _____
Who pays for this? _____

If you receive public assistance or monetary assistance from family members, provide the amounts and proof.

3. Divorce Intentions: Do you intend to proceed with the divorce? Yes _____ No _____

If Yes, proceed to question 4. If no, skip question 4 and proceed to STEP THREE.

4. Court date: Do you have a court appearance date for the divorce proceedings? Yes _____ No _____

If Yes, provide our office with the court document in a sealed envelope.

If No, provide a letter from the attorney representing you for the divorce proceedings in a sealed envelope.

[Continue completing form on the reverse side]

Student Name: _____ SSN: _____

STEP THREE

1. **REFERENCE LETTERS:** If you do not have a court date for the divorce proceedings **or** are not pursuing a divorce at this time, you must still provide evidence of your separation. You must attach a statement which confirms your separation claim from a third party (not a relative or a friend) who can endorse your statement in their professional capacity on their business letterhead (computer generated letterhead is NOT acceptable). For example, your pastor or rabbi, your marriage counselor, or your attorney can provide such a letter. All legal documents must be provided from the attorney or court in a sealed envelope. A notarized letter on your behalf is **not** acceptable evidence. If you do not provide this letter, you will be required to provide your spouse's information. **You must provide progressive documentation each year.**
2. Provide copies of your most recent IRS Federal Tax transcript including all Schedules and W-2 forms.
3. Provide copies of documents which are in your and your spouses name only such as utility bills, lease/rental/mortgage documents, and bank statements. See web site under Missing Document Letters (MILs). Documentation must show that two separate households are being maintained by providing two different physical addresses. (P.O. Box is not be acceptable).
4. Additional documentation: As requested by the Student Financial Aid Office to help us determine if you are physically and financially separated from your spouse. Examples: Military Records, Personal Records from HR. Records should show your current physical address, your beneficiaries, and dependents on your insurance, etc.
5. Your documents will be reviewed faster if they arrive as a group rather than one at a time – all documents should have your name and ID included. **Attach all supporting documents to this form and submit together to the address below:**

Troy University
Financial Aid Office
134 Adams Admin. Bldg.
Troy, AL 36082

By signing this form, I agree, if asked, to provide documentation that will verify the accuracy of all information provided. I further certify that all of the information provided is true and complete to the best of my knowledge, and realize that if I do not give proof when asked, aid may be denied. I also acknowledge that if I purposely give false or misleading information, I may be reported to the Inspector General, fined \$20,000 or sent to prison.

STUDENT'S SIGNATURE

DATE

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FOR OFFICE USE ONLY:
 Last year's information: Student's dependent status: _____
 If dependent, which parent's information was reported? _____
 Marital status reported last year: _____ Date of separation: _____
 What supporting documentation was provided? _____