

Troy University PROOF OF SEPARATION FORM 2009-2010

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

This form should be used to organize your response for Proof of Marital Status when you have indicated Separated on the FAFSA. Attach all supporting documents to this form and submit together. We are trying to determine if you are physically and financially separated.

STEP ONE: Your financial aid application indicated that you and your spouse are **separated, but not divorced**. Please complete this form in order for our office to verify your Separation Status.

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 2007 _____ Tax Year 2008 _____ 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 a copy of the court document submitted.

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

[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. A notarized letter on your behalf is **not** acceptable evidence. If you do not provide this necessary 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 Federal Income Tax return 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. Boxes will not be accepted.
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 one of the following:**

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

or

Troy University Dothan
Financial Aid Office
P.O. Box 8368
Dothan, AL 36304

or

Troy University Montgomery
Financial Aid Office
P.O. Drawer 4419
Montgomery, AL 36103

By signing this form, you agree to provide information that will verify the accuracy of your information, if requested. If you purposely give false or misleading information, you will be referred to the Inspector General. If you purposely give false or misleading information in order to qualify for Title IV funds, you may be fined \$10,000, sent to prison or both.

STUDENT'S SIGNATURE

DATE

////////////////////////////////////
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? _____