

Return form along with documentation to:
Phone (317) 788-3217 | Fax (317) 788-6136 | financialaid@uindy.edu

Office of Financial Aid - University of Indianapolis
1400 East Hanna Avenue, Indianapolis, IN 46227-3697

Student's Last Name: _____ First Name: _____ Student ID #: **A** _____

According to the information you provided to our office your parents are separated but filed as married or head of household on their 2015 federal tax return. Because there is no legal separation in most states, you and your parent(s) must now provide additional documentation in order for your non-custodial parent's income and asset information to be excluded from your Free Application for Federal Student Aid (FAFSA). Please complete the information below and submit requested documentation.

Mother's Name: _____	Father's Name: _____
Mother's Address: _____ <i>(PO Box addresses will not be accepted)</i>	Father's Address: _____ <i>(PO Box addresses will not be accepted)</i>
City: _____ State: ____ Zip: _____	City: _____ State: ____ Zip: _____
Date of Separation: Month _____ Year _____	

Required Documentation: Submit the following documentation to support your parents' marital status, separate residence, and subsequent requested FAFSA corrections (to be made by the school).

- For parent listed in your FAFSA, his/her 2015 federal tax return transcript www.irs.gov/Individuals/Get-Transcript (click "Get Transcript by Mail"), and
- At least one of the following items *per parent*, to confirm residence at their separate addresses:
 - Lease agreement (current and signed) or mortgage statement
 - Utility bills (current month bill for electrical, water, gas, cable, etc.)
 - Court documentation verifying legal separation.

If your parents' 2015 tax filing status was married filing jointly, please also attach:

- Both parents' 2015 W-2s, and
- All 2015 income source documents for both parents (i.e. 1099s)

Note – one of your parents may only file as head of household if he/she was separated for at least six months in the 2015 tax year and satisfies all other head of household IRS conditions. Only one parent may file as head of household; the other parent must file either married filing separately or single. UIndy reserves the right to request additional documentation if necessary to support this IRS guideline.

If one of the above cannot be provided as proof of separate residence for both parents, please check the first box below and provide additional information on page 2 of this form. If you feel you made an error on your FAFSA and your parents are/were not separated as indicated, check the second box.

- My parents are truly separated but we are unable to provide proof of separate residence for one or both parents. We have provided an explanation on page 2 of this form.
- My parents are/were not separated at the time I filed the FAFSA. The information that appears on my FAFSA was an error.

By signing below we certify that (1) we are the student and parent and (2) the information provided on this form is truthful and accurate. We also understand that we may be asked for additional information to verify parent separation status. (**Warning:** If you purposely give false or misleading information on this form, under federal law you may be fined \$20,000, be sentenced to jail, or both.) Annual monitoring of marital status and federal tax filing may be enforced.

Student's signature

Date

Custodial parent's signature

Date

Explanation of Circumstances

Use the space below to provide a detailed explanation of the circumstances that prevent you and your parent(s) from providing proof of separate addresses, if applicable. **Failure to provide a complete explanation and documentation will result in the termination of this request.**

For Office Use Only

Attention Counselor: _____

Appeal Committee Meeting Date: _____

Decision made if proof of separate residence could not be provided: _____ _____
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<input type="checkbox"/> All required documentation submitted? <input type="checkbox"/> Decision logged on RHACOMM and student's file updated as necessary. Student notified if applicable. <input type="checkbox"/> Change RRAAREQ status from "P" to "C."
