UNIVERSITY of INDIANAPOLIS

ISEP

Separation Statement for Independent Students 2016-17

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 you are separated but filed your 2015 federal tax return as either married or head of household. Because there is no legal separation in most states, you must now provide additional documentation to demonstrate that you maintain separate households and to ensure that your Free Application for Federal Student Aid (FAFSA) contains the most accurate income and asset information. Please complete the information below and submit requested documentation.

Spouse's Name: _____

Spouse's Address: _____
(PO Box addresses will not be accepted)
City: _____ State: _____ Zip: _____

Date of Separation: Month _____ | Year _____

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

- ☐ Your 2015 federal tax return transcript www.irs.gov/Individuals/Get-Transcript (click "Get Transcript by Mail,") and
- ☐ At least one of the following items *for you and your spouse*, to confirm residence at 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 2015 tax filing status was married filing jointly, please also attach:

- ☐ Your 2015 W-2s as well as your spouse's, and
- ☐ All 2015 income source documents for both you and your spouse (i.e. 1099s).

Note – you may only file as head of household if you were separated for at least six months in the 2015 tax year and satisfy all other head of household IRS conditions. Only one of you may file as head of household; the other spouse 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 you and your spouse, 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 you and your spouse are/were not separated as indicated, check the second box.

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

By signing below I certify that (1) I am the student and (2) the information provided on this form is truthful and accurate. I also understand that I may be asked for additional information to verify my 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

Explanation of Circumstances

Use the space below to provide a detailed explanation of the circumstances that prevent you and your spouse 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: _____ _____
☐ All required documentation submitted? ☐ Decision logged on RHACOMM and student's file updated as necessary. Student notified if applicable. ☐ Change RRAAREQ status from "P" to "C."