Marital Status Verification Form

As of the date the FAFSA is signed, it is considered a “snapshot” of the family’s information that can be updated only in certain circumstances and only for certain items. “If an institution has reason to believe that an applicant’s FAFSA information is inaccurate, it must verify the accuracy of that information.” 34 CFR 668.54(a)(2)

We are contacting you regarding the:

☐ Student Marital Status       or       ☐ Parent Marital Status

In reviewing your file, we have potentially conflicting information on the following items:

☐ Difference in 2014-2015 and 2015-16 FAFSA responses
☐ Conflicting Tax information
☐ Recent changes made to the FAFSA Marital Status
☐ Conflicting Information on Provided Documentation
☐ Conflicting responses in verbal or email communications

Please indicate to us which of the following applies to you. You must choose only one.

<table>
<thead>
<tr>
<th>Check One</th>
<th>Marital Status</th>
<th>Documentation to Provide</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ 1. Never Married</td>
<td>Complete Personal Statement on the back of this form</td>
<td></td>
</tr>
<tr>
<td>☐ 2. Unmarried, both parents are living together- If your legal parents (biological and/or adoptive) are not married to each other but live together.</td>
<td>Copies of Both Individual’s 2014 Federal Tax Transcript or “Verification of Non-filing Status” Letter from IRS</td>
<td></td>
</tr>
<tr>
<td>☐ 3. Unmarried, both parents are NOT living together- If your legal parents (biological and/or adoptive) are NOT married to each other and do NOT live together.</td>
<td>Copies of Both Individual’s 2014 W-2’s</td>
<td></td>
</tr>
<tr>
<td>☐ 4. Divorced or Separated</td>
<td>Proof of separate mailing addresses for each parent (i.e. - copies of utility bills or lease agreements are acceptable)</td>
<td></td>
</tr>
<tr>
<td>Date: ____________________</td>
<td>Copy of Divorce Decree or Legal Separation Agreement</td>
<td></td>
</tr>
<tr>
<td>☐ 5. Widowed</td>
<td>A copy of the parent’s or spouse’s death certificate</td>
<td></td>
</tr>
<tr>
<td>Date: ____________________</td>
<td>Documentation showing beginning date and monthly amount of survivor benefits</td>
<td></td>
</tr>
<tr>
<td>☐ 6. Married</td>
<td>Copy of Marriage Certificate</td>
<td></td>
</tr>
<tr>
<td>Date: ____________________</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

You must also complete the back of this form.

Forms without the “Personal Statement” and required documentation will be considered incomplete and will hinder the verification process.

IRS Publication 17 – “Considered married” You are considered married for the whole year if on the last day of your tax year you and your spouse meet any one of the following tests.

1. You are married and living together as husband and wife.
2. You are living together in a common law marriage recognized in the state where you now live or in the state where the common law marriage began.
3. You are married and living apart, but not legally separated under a decree of divorce or separate maintenance.
4. You are separated under an interlocutory (not final) decree of divorce.

If you suspect that a student, employee, or other individual has misreported information or altered documentation to fraudulently obtain federal funds, you should report your suspicions and provide any evidence to the Office of Inspector General.
Student’s Name ____________________________________________  ID # ____________________________

**Personal Statement**

Please explain to us your current marital status. If your status changed since filing the FAFSA, please explain why you felt it was necessary to update the FAFSA. Attach additional sheets if needed. Please remember to include the Student’s Name and ID number on all correspondence.

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If you do not provide the necessary documentation you will be required to submit both parents’ information, and adjust any misleading or conflicting tax information as noted by the financial aid office. By signing, you agree that the information listed above is true and accurate and acknowledge that you are the appropriate student/parent to be listed on the student’s financial aid application.

Student Signature: _____________________________  Date: ________________

Parent Signature: ______________________________  Date: ________________

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**Average Timeline for Verification**

This timeline is based on all requested information is completed prior to being submitted to the Financial Aid Office.

Generally, students will be notified of their financial aid awards two weeks after the total timeframe has expired.

<table>
<thead>
<tr>
<th>Month of Submission</th>
<th>Timeframe for Financial Aid to Process Documents</th>
<th>Timeframe for Financial Aid to Verify Documents</th>
<th>Total Timeframe</th>
<th>Season</th>
</tr>
</thead>
<tbody>
<tr>
<td>January - March</td>
<td>1 Week</td>
<td>1 Week</td>
<td>2 Weeks</td>
<td>Non-Peak</td>
</tr>
<tr>
<td>April - June</td>
<td>1 Week</td>
<td>2 Weeks</td>
<td>3 Weeks</td>
<td>Peak</td>
</tr>
<tr>
<td>July - September</td>
<td>1 Week</td>
<td>2 Weeks</td>
<td>3 Weeks</td>
<td>Peak</td>
</tr>
<tr>
<td>October - December</td>
<td>1 Week</td>
<td>1 Week</td>
<td>2 Weeks</td>
<td>Non-Peak</td>
</tr>
</tbody>
</table>

**Priority Dates**

Returning Students ---- April 30, 2015  New Students ------ May 15, 2015

Priority date is the date that the Financial Aid Office will guarantee review of your documentation before the semester’s payment deadline. Even if you receive this request close to, or after, the scheduled priority date, you must still complete this worksheet and submit the required documents if you wish to receive financial aid during that current semester.