



# 2023-2024 PROOF OF SEPARATION FORM

INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED

Student's Name: \_\_\_\_\_ MACC Student ID # or SSN: \_\_\_\_\_

Complete Address: \_\_\_\_\_

Email Address: \_\_\_\_\_ Telephone #: \_\_\_\_\_

According to your 2023-2024 Free Application for Federal Student Aid (FAFSA) you (or your parents) indicated the marital status as "married-but separated". The U.S. Department of Education requires Moberly Area Community College (MACC) to verify a student is (or parents are) in fact separated. Before your eligibility for federal and state financial assistance can be determined this form must be completed and returned with all required documents. **Please note: if adequate supporting documentation is not submitted, you may be required to add spouse (or both parents') information to your 2023-2024 FAFSA.**

**STEP ONE: Complete the following information about your marriage.**

This appeal is submitted to document the separation of the:  Student /Student's Spouse  Father/Mother\*

\*If the appeal is submitted for a dependent student, which parent did the student live with more during the last twelve (12) months, or, if the student did not live with either parent, which parent provided more financial support during the last twelve (12) months?  Father  Mother

**This is the parent who should complete this form and whose information must be provided for the FAFSA.**

Date of Marriage: \_\_\_\_\_(MM/DD/YY) Date of Separation: \_\_\_\_\_(MM/DD/YY)

Do you intend to proceed with a divorce?  Yes  No (if checked, must explain why in personal letter)

Have you consulted with an attorney or legal aid about your separation?  Yes  No

*Provide a copy of a letter from your attorney or legal aid office representing you. The letter must be on official letterhead, and include the full name, complete address and phone number.*

Do you have a court appearance date for the divorce proceedings?  Yes  No If yes, when? \_\_\_\_\_

What was the last year a joint federal tax return was filed? \_\_\_\_\_ -OR-  We never filed a joint return

*Provide a copy of your and your spouse's most recent W-2(s) and Federal Tax Return or Federal Tax Return Transcript, if you &/or your spouse did not file a Federal Tax Return, you must contact the Internal Revenue Service (IRS) online [www.irs.gov](http://www.irs.gov) or by phone*

*1-800-908-9946, and request a document to verify you &/or your spouse did not and were not required to file a Federal Tax Return.*

**STEP TWO: Complete the following information about your household.**

Date on which you and your spouse changed residences? \_\_\_\_\_

Name of Student or Parent completing this form: \_\_\_\_\_

Complete Physical Address: \_\_\_\_\_

Home Telephone Number: \_\_\_\_\_ Cellular Phone Number: \_\_\_\_\_

Who pays for the rent/mortgage and utilities for this residence? \_\_\_\_\_

➤ *Provide copy of lease or mortgage agreement.*

Name of Student's Spouse or Parent's Spouse: \_\_\_\_\_

Complete Physical Address: \_\_\_\_\_

Home Telephone Number: \_\_\_\_\_ Cellular Phone Number: \_\_\_\_\_

Who pays for the rent/mortgage and utilities for this residence? \_\_\_\_\_

➤ *Provide copy of lease or mortgage agreement.*

2023-2024 Proof of Separation Page 2

STEP TWO: Continued

Please list all people who reside in the same household as the student (and custodial parent, if applicable):

Name:	Age:	Relationship:	College:

STEP THREE: You must submit ALL of the following information (incomplete applications will not be processed)

1. Complete this form entirely – do not leave any questions blank; write N/A if a question does not apply.
2. Student and spouse (or mother and father, if applicable) 2021 W-2(s), 2021 Federal Tax Return Form 1040 include schedule 1, schedule 2 and/or schedule 3 (if applicable) or Tax Return Transcript and 2022 W-2(s), 2022 Federal Tax Return or Tax Return Transcript. If you do not have a copy, you may obtain a Federal Tax Return Transcript AND a W-2 wage and income from the IRS [www.irs.gov](http://www.irs.gov) or by phone 1-800-908-9946.
3. Submit a detailed, TYPED personalized letter from you (or parents, if dependent) describing your situation. If you are unable to provide any of the required supporting documentation you should include the reasons in your letter.
4. Provide a copy of your divorce decree or letter from your attorney or legal aid. — or —

**If you have not consulted with an attorney or legal aid and 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. Submit ALL of the following:**

- a. Two (2) Proof of Separation Reference Forms: You must attach TWO Proof of Separation Reference Forms to confirm your separation claim. At least one must be from a third-party person (not relative or friend) who can endorse your statement in his/her professional capacity. For example, your pastor or rabbi, marriage counselor, or social services case worker can provide such an endorsement. The second reference may be a family member or friend.
- b. Copies of documents which are in your name only and your spouse’s name only, such as utility bills, and bank statements. These documents must be dated with the current or most recent month.
- c. Copies of you and your spouse’s separate lease agreements to document separate addresses. These documents must be dated after the date of separation.
- d. Special documentation: As requested by the Financial Aid Office to help us determine if you are physically and financially separated from your spouse.

Your documents will be reviewed faster if they arrive as a group rather than one at a time – all documents should have your name, SSN, and/or MACC Student ID # included. Please allow 15-20 business days for processing. Attach all supporting documents to this form and submit in-person at the campus nearest you, or to:

**Moberly Area Community College, Financial Aid Office, 101 College Avenue, Moberly, MO 65270 –or– Fax: (660) 269-9538.**

**Questions? Please call: (660) 263-4100 ext. 11301**

By signing this form, I agree to provide additional information that will verify the accuracy of my information, if requested. If I purposely give false or misleading information, I will be referred to the United States Department of Education’s Inspector General. If I purposely give false or misleading information in order to qualify for Title IV funds, I may be fined \$20,000, sent to prison, or both.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**For office use only:**

Accepted  Denied

Comments: \_\_\_\_\_

Financial Aid Administrator/Date: \_\_\_\_\_

# 2023-2024 Proof of Separation Reference Form

**Student Name:** \_\_\_\_\_

**Student ID#:** \_\_\_\_\_

The student named above is submitting a Proof of Separation Form to the Financial Aid Office at Moberly Area Community College (MACC) based on the student's or his/her parents' marital status. The U.S. Department of Education requires Moberly Area Community College to verify a student is (or parents are) in fact separated. Before the student's eligibility for federal and state financial assistance can be determined, the Proof of Separation form and all required documentation, including a Proof of Separation Reference Form. At least one reference must be a third-party person who can endorse the student's or his/her parents' separated status. Examples of third-party references include: pastor or rabbi, marriage counselor, or social services case worker. The other reference may be a family member or friend.

In the space provided below and on the following page, please provide a detailed statement to corroborate the student's (or student's parent's) claims of separated status. You must include: your relationship with this student (and student's parent, if applicable), how long you have known him/her, and any/all details about the student's (and student's parents, if applicable) family situation. You may attach an additional sheet, if necessary.

If a student or his/her parent indicated a separated status on the FAFSA, but the student or his/her parent cannot provide evidence of separated status, the student may be required to add his/her or his/her parent's spouse's information to the 2023-2024 FAFSA. The form must be notarized.

**All references must complete and sign this form.** A third-party reference may attach statement on official letterhead instead of using space below; and, by doing so, will not require official notary public certification. Otherwise, all references must have this document notarized.

Name of reference: \_\_\_\_\_

Occupation: \_\_\_\_\_

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

Relationship to student/parent: \_\_\_\_\_

How long have you known student/parent: \_\_\_\_\_

---

---

---

---

---

---

---

---

---

---

# 2023-2024 Proof of Separation Notarization Form, page 2

**Student Name:** \_\_\_\_\_

**Student ID#:** \_\_\_\_\_

*(Use this space below for additional comments.)*

---

---

---

---

---

---

---

---

---

---

***By signing this form, I understand if I purposely give false or misleading information, the Proof of Separation for the student named above may be denied and I will be referred to the United States Department of Education's Inspector General for further action.***

**Must be signed in the presence of an official notary public.**

**Reference Signature/Date:** \_\_\_\_\_

**TO BE COMPLETED BY AN OFFICIAL NOTARY PUBLIC**

STATE OF \_\_\_\_\_, COUNTY OF \_\_\_\_\_,

On this \_\_\_\_\_ day of \_\_\_\_\_ in the year \_\_\_\_\_, before me, the undersigned notary

public, personally appeared \_\_\_\_\_, known to be the person whose name is subscribed to the within instrument and acknowledged he/she executed the same for the purposes therein contained.

In witness whereof, I hereunto set my hand and official seal.

Signature: \_\_\_\_\_, Notary Public

Printed Name: \_\_\_\_\_

Notary  
Public in and for the State of \_\_\_\_\_

My commission expires \_\_\_\_\_

Seal/Stamp



# 2023-2024 Proof of Separation Reference Form

Student Name: \_\_\_\_\_

Student ID#: \_\_\_\_\_

The student named above is submitting a Proof of Separation Form to the Financial Aid Office at Moberly Area Community College (MACC) based on the student’s or his/her parents’ marital status. The U.S. Department of Education requires Moberly Area Community College to verify a student is (or parents are) in fact separated. Before the student’s eligibility for federal and state financial assistance can be determined, the Proof of Separation form and all required documentation, including a Proof of Separation Reference Form. At least one reference must be a third-party person who can endorse the student’s or his/her parents’ separated status. Examples of third-party references include: pastor or rabbi, marriage counselor, or social services case worker. The other reference may be a family member or friend.

In the space provided below and on the following page, please provide a detailed statement to corroborate the student’s (or student’s parent’s) claims of separated status. You must include: your relationship with this student (and student’s parent, if applicable), how long you have known him/her, and any/all details about the student’s (and student’s parents, if applicable) family situation. You may attach an additional sheet, if necessary.

If a student or his/her parent indicated a separated status on the FAFSA, but the student or his/her parent cannot provide evidence of separated status, the student may be required to add his/her or his/her parent’s spouse’s information to the 2023-2024 FAFSA. The form must be notarized.

**All references must complete and sign this form.** A third-party reference may attach statement on official letterhead instead of using space below; and, by doing so, will not require official notary public certification. Otherwise, all references must have this document notarized.

Name of reference: \_\_\_\_\_

Occupation: \_\_\_\_\_

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

Relationship to student/parent: \_\_\_\_\_

How long have you known student/parent: \_\_\_\_\_

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

**\*Continue to page 2 for additional space for comments, signature and Notary Public certification\***

# 2023-2024 Proof of Separation Notarization Form, page 2

**Student Name:** \_\_\_\_\_

**Student ID#:** \_\_\_\_\_

*(Use this space below for additional comments.)*

---

---

---

---

---

---

---

---

---

---

***By signing this form, I understand if I purposely give false or misleading information, the Proof of Separation for the student named above may be denied and I will be referred to the United States Department of Education's Inspector General for further action.***

**Must be signed in the presence of an official notary public.**

**Reference Signature/Date:** \_\_\_\_\_

**TO BE COMPLETED BY AN OFFICIAL NOTARY PUBLIC**

STATE OF \_\_\_\_\_, COUNTY OF \_\_\_\_\_,

On this \_\_\_\_\_ day of \_\_\_\_\_ in the year \_\_\_\_\_, before me, the undersigned notary

public, personally appeared \_\_\_\_\_, known to be the person whose name is subscribed to the within instrument and acknowledged he/she executed the same for the purposes therein contained.

In witness whereof, I hereunto set my hand and official seal.

Signature: \_\_\_\_\_, Notary Public

Printed Name: \_\_\_\_\_

Notary Public in and for the State of \_\_\_\_\_

My commission expires \_\_\_\_\_

Seal/Stamp