2025-2026 PROOF OF SEPARATION FORM

INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED

Student Name	**MACC Student ID**

According to your 2025-2026 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 2025-2026 FAFSA.**

STEP ONE:

Complete the following information about your marriage.		
This appeal is submitted to document the separation of	☐ 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 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 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.***	

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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) 2023 W-2(s) and a signed copy of your 2023 Income Tax Return (provide schedule 1 and schedule 3, if applicable) -OR- a copy of your 2023 IRS Tax Return Transcript; AND a signed copy of your 2024 Income Tax Return (provide schedule 1 and schedule 3 8863, if applicable) -OR- a copy of your 2024 IRS Tax Return Transcript). You may obtain a Federal Tax Return Transcript AND a W-2 wage and income from the IRS 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 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.

CERTIFICATION AND AUTHORIZATION

By signing, I certify that all of the information reported is complete and correct.
WARNING: if you purposely give false or misleading information you may be fined, be sentenced to jail, or both.

Student Signature	*Date*
Parent Signature	*Date*

STOP: Did you fully complete this form? We will return any incomplete/unsigned forms for correction.

If we have reason to believe the information reported is inaccurate or fraudulent, we may require additional documentation. You may submit this form through the Financial Aid Portal, email to finaid@macc.edu from your MACC-issued email account, deliver in-person at the campus nearest you, or mail to:

Moberly Area Community College, Financial Aid Office, 101 S College Avenue, Moberly, MO 65270
Questions? Please call: (660) 263-4100 ext. 11301

School Certification: **OFFICE USE ONLY** ☐ Approved ☐ Denied

FAO Signature: _____ DATE: _____

Comments: _____

Date FAFSA submitted: _____ FAO: _____ SAI: _____

2025-2026 Proof of Separation Reference Form

Student Name	MACC 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.

All references must complete and sign this form, and this form must be notarized. 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.

STEP ONE

Name of reference	Occupation:
Relationship to student/parent	How long have you known student/parent
Telephone	Email

STEP TWO

Provide a detailed statement to explain your knowledge of the student's (or student's parent's) separated status.

STEP THREE

CERTIFICATION AND AUTHORIZATION (Must be signed in the presence of an official notary public)	
By signing, I certify that all of the information reported is complete and correct. ***WARNING: if you purposely give false or misleading information you may be fined, be sentenced to jail, or both.***	
Reference Signature	*Date*

STEP FOUR

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

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STEP FOUR

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