

**SUNY NEW PALTZ OFFICE OF FINANCIAL AID**  
**PHONE: (845) 257-3250      FAX: (845) 257-3568**

### Separation/Divorce Documentation/Clarification

Federal regulations require us to resolve any information on a financial aid application which remains “unclear” or conflicts with other information. Because marital status and a student’s living arrangements with separated/divorced parents can change at any time due to “unofficial” or “official” separation, divorce, reconciliation, re-marriage, etc., in cases where it is not clear and is questionable, we are required to obtain documentation to ascertain appropriate financial aid filing status which may also include “verification” of such status.

Therefore, please provide all information checked below and submit to our office as soon as possible. **No further action will be taken on your aid application without this information.** Additional information may be required as a result of the review of information you provide. Therefore, you should respond within 30 days of this request. Failure to provide this information and complete the “verification” process within 60 days may result in no further action on your federal aid application for the remainder of the academic year. Thank you for your understanding and cooperation.

- Provide an updated letter from your attorney on the student’s/parent’s marital status.
- Submit all pages of an “official” divorce agreement or an “official” separation agreement.
- Submit child support, custody, and maintenance sections of a divorce/separation agreement.
- Has the student/parent reconciled with their spouse? If so, please submit all family income information.
- Provide “proof” of estranged spouse’s separate residence via recent (as of the date the 2018-2019 FAFSA was filed) utility, phone, rental lease, homeowners or rental insurance policies, etc.
- Complete and return the enclosed low income verification form.
- Documentation of child support for all children and/or non-taxable income received in 2016 and current year to date.
- Housing and/or other living expenses (mortgage, rent, taxes, insurance, etc.) paid directly or indirectly for the aid applicant and family by estranged spouse or relatives in 2016 and current year to date.
- Indicate 50% of all family assets (including estranged spouse) not yet “officially” divided by an “official” divorce/separation agreement.
- Submit a signed 2016 IRS tax return transcript (including all schedules) for your mother/father/spouse by visiting the IRS Web site at [www.irs.gov](http://www.irs.gov) and requesting a “Return Transcript” for 2016. Also, have enclosed household size statement worksheet and the enclosed asset verification worksheet completed with the information of your mother/father/spouse.
- Copy of student’s driver license.
- Documentation submitted and on file with the college indicates residence with a parent excluded from the FAFSA. Provide supporting documentation to resolve this conflicting data.
- Other: \_\_\_\_\_