This form is used to separate the student’s (or applicable parent’s) income from their spouse when a joint tax return is filed for the tax year and the student (or parent) is divorced or separated at the time the student applies for financial aid.

DIRECTIONS:

1. Complete the portion of this form that pertains to your situation. Do not leave any lines blank in the portion that pertains to your request.

2. Attach and sign a detailed letter explaining the circumstances surrounding your current situation. The student must provide a letter requesting the adjustment. Parents, employers or other parties may submit a letter that provides additional details.

3. Attach supporting documentation.

If you complete this form you are requesting that the Financial Assistance Office review your current situation and make adjustments based on the documentation provided. The Financial Assistance Office may request additional documentation to support your current situation.

If your request is approved, the Financial Assistance Office will make adjustments to your Student Aid Report. The Financial Assistance Office cannot guarantee that requests will be processed prior to payment deadlines. Students are responsible for making payment arrangements.
# 2023-2024 Separation of Income Form

**Student Name:** ______________________________

**NSHE Student ID #:** __________________________

**Telephone #:** ________________________________

**Semester(s):** ________________________________

**Email:** _____________________________________

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### REASON FOR SEPARATION OF INCOME (mark one):

- [ ] Divorce
- [ ] Legal Separation
- [ ] Separation
- [ ] Death

**You must provide ALL of the following:**

- [ ] Separation or divorce papers, signed by a judge (if applicable)
- [ ] A complete copy of the 2021 tax transcript (not needed if FAFSA linked to IRS)
- [ ] A signed, detailed letter explaining the circumstances surrounding your current situation
- [ ] All 2021 W-2 forms
- [ ] Death Certificate (if applicable)

**The Financial Assistance Office may request additional documentation to support your current situation**

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### Number in Family:

#### Supplemental Security Income, Food Stamps, Free or Reduced Priced School Lunch, Temporary Assistance for Needy Families, WIC

(If yes, please provide documentation.)

<table>
<thead>
<tr>
<th>Circle</th>
<th>Y / N</th>
</tr>
</thead>
</table>

### Number in College:

#### Y / N

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### Verify any additional information you plan to receive for the current year.

#### Additional Financial Information:

- [ ] Hope and Lifetime Learning tax credits
- [ ] Grants and Scholarships reported to the IRS
- [ ] Combat pay or special combat pay
- [ ] Cooperative education program earnings

#### Untaxed Income

- [ ] Payments to tax-deferred pension and savings plans
- [ ] Untaxed portions of IRA distributions
- [ ] Child Support Received
- [ ] Untaxed portions of pensions
- [ ] IRA deductions and payment to self-employed SEP, SIMPLE, and Keogh
- [ ] Housing, food and other living allowances
- [ ] Tax Exempt Interest
- [ ] Veterans non-education benefits
- [ ] Other untaxed income not reported, such as workers’ compensation

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**WARNING: If you purposely give false or misleading information on this worksheet, you may be fined, be sentenced to jail, or both.**

**Student signature:** ______________________________

**Date:** ______________________________

**Parent signature:** ______________________________

**Date:** ______________________________

(Required if student is dependent)