



### Marriage Status Update Parent Marital Change

As a parent of a dependent student, you were selected for verification and your marital status has changed since filing your 2022 taxes. Please provide clarification and documentation to complete this process. Financial aid may request additional documentation if needed.

_____	_____
Student Name	CWU Student ID#:

**Instructions:**

- Complete page 1 and gather documentation.
- Choose which situation applies to you and explain any other details.
- Print and sign form with handwritten signature- *signature must be handwritten, if you do not have access to a printer, you may request a form to be mailed to you. Email: [financialaid@cwu.edu](mailto:financialaid@cwu.edu)*
- Submit form and required documentation: *You have the option to allow your student to upload the form and documents to their MyCWU portal OR email directly to [financialaid@cwu.edu](mailto:financialaid@cwu.edu).*

**Which of the following applies to your individual situation?**

Since filing your 2022 taxes, your marriage status has changed:

Marriage Status	Yes/No	If Yes, Date of Event	Name of Spouse
I am now married			
I am now widowed			
I am now separated from my spouse/partner			
I am now divorced from my spouse/partner			

If your marriage status doesn't fit one of the above boxes, please provide details here:

**The following documentation is required to process the account for any type of marriage change:**

1. **Marriage Status Documentation**-choose one of the following and attach documentation:
  - Marriage certificate
  - Spouse’s death certificate
  - Court documentation of legal separation or divorce
  - A written and signed statement of the date physically separated, and a copies of utility bills and leases to show the contributors are living separately.
  
2. **Parent tax and income information**-choose one situation and attach documentation. *Please note, a parent’s new spouse or partner is not required to provide income information for the current academic year.*
  - If you filed taxes, submit copy of your 2022 Tax Return transcript for the contributor who is remaining on the FAFSA.
  - If you earned income but did not file taxes and were not required to file, submit IRS Tax Return Transcript showing all income earned in 2022.
  - I am adding a new spouse or partner, and do not need to submit their income information.
  - If you did not earn income, submit statement below or non-filing letter from the IRS.

3. **Family size**- please list all family members you (and your spouse, if applicable) can claim on your tax return.

Name	Age	Relationship to parent
		<i>(student/child)</i>
		<i>(self)</i>

<b>Certification- One Parent (Parent who was previously on and will remain on FAFSA).</b>	
By signing below, I certify all information reported is complete and correct.	
<i>Parent Signature (handwritten signature is required) count</i>	<i>Date</i>
<b>Certification-Parent Spouse/Partner (Only if adding spouse/partner to family size, no signature required if spouse/partner is being removed from FAFSA).</b>	
By signing below, I certify all information reported is complete and correct.	
<i>Parent Spouse/Partner Signature (handwritten signature is required)</i>	<i>Date</i>