



A MEMBER OF THE MINNESOTA STATE COLLEGES & UNIVERSITY SYSTEM  
AN AFFIRMATIVE ACTION EQUAL OPPORTUNITY EMPLOYER & EDUCATOR

**Office of Financial Aid and Scholarships**  
3300 Century Avenue North  
White Bear Lake, MN 55110  
Phone: 651-779-3305  
Fax: 651-779-5816  
E-mail: [finaid@century.edu](mailto:finaid@century.edu)

## 2023-24 Separation of Income

Your FAFSA application was selected by the U.S. Dept. of Education for review in a process called “verification.” In this process we are required by federal law (34 CFR, Part 668) to compare the information from your FAFSA application with the information provided on this form. If there are differences between your application information and your verification documents, we may need to correct your FAFSA information. We cannot process your financial aid until verification has been completed. Please provide the required documents as soon as possible.

### A. Student Information (please print clearly)

_____	_____	_____	_____		
Last Name	First Name	M.I.	Student ID Number or Star ID		
_____			_____		
Email Address			Phone Number (include area code)		
_____			_____		
Address			City	State	Zip Code

### B. Separation of Income

Please provide the following documentation:

- **Date of Separation** (mm/dd/yyyy)\_\_\_\_\_
- **Relationship to Student**\_\_\_\_\_
- **Complete a Household Size Worksheet**
- **Tax return transcript for 2021:** You must request a Tax Return Transcript by following the instructions on the next page. A Parent Tax Return Transcript is also required for dependent students.
- **Proof of separate addresses:** Acceptable documentation showing current separate addresses (include at least one of the following for both parties): current paystubs, current utility bills, current bank statements or divorce decree.
- **Separation of income:** Acceptable documentation to revise household income (include at least one of the following for both parties): wage and income statements or all 2021 W2's.

### C. Signatures

**WARNING: If you purposely give false or misleading information, you may be fined, sentenced to prison, or both.**

We certify that all of the information reported on this worksheet is complete and correct.

\_\_\_\_\_  
**Student Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Parent Signature (if Dependent Student)**

\_\_\_\_\_  
**Date**

# Obtaining an IRS Tax Return Transcript

Tax filers can request a **Tax Return Transcript**, free of charge, of their past tax returns. When completing any of the options listed below, submit your tax return transcript to our Financial Aid Office (contact information on reverse side). Make sure to include the student's name and Star ID or Century ID number on the transcript.

## Paper Request by Mail:

- Go to [www.irs.gov/forms-pubs](http://www.irs.gov/forms-pubs) and click on Form 4506-T to download a Request for Transcript of Tax Return form
- Complete boxes 1-4 on the 4506-T form by filling in your own personal information, and skip line 5a and 5b
- Select the boxes next to lines 6 through 8 to request which specific forms you need mailed to you
- List the date 12/31/2021 in line 9
- Check the box directly above the signature line
- Sign the form and list today's date
- Send to the address listed on page 2 of the 4506-T form under Chart for Individual Transcripts. Once you receive the forms in the mail from the IRS, please bring them into the Financial Aid Office along with your student ID# or star ID.

## In Person Request:

If you require face-to-face service at the Bloomington or St. Paul TAC office, call 844-545-5640 to schedule an appointment.

City	Street Address	Days/Hours of Service
Bloomington	1550 American Blvd. East Suite 700 Bloomington, MN 55425	Monday-Friday - 8:30 a.m.- 4:30 p.m.
St. Paul	430 North Wabasha St. St. Paul, MN 55101	Monday-Friday - 8:30 a.m.- 4:30 p.m.

\* Note: If face-to-face assistance is not a priority for you, you may also get help with IRS letters or resolve tax account issues by phone, toll free at 1-800-829-1040 (individuals) or 1-800-829-4933 (businesses).

For more information on obtaining IRS documentation, please visit: <https://www.irs.gov/individuals/tax-return-transcript-types-and-ways-to-order-them>.