

## **Residency Appeal Packet/Checklist For Active Duty Military Personnel**

### **MILITARY PERSONNEL: Alabama State of Residency**

Note: Home of Record is not necessarily the same as state of residency.

- ✓ Application/Checklist Coversheet ([click here](#))
- ✓ Brief letter explaining basis for appeal
- ✓ Certification Statement - signed/dated by student, parent and/or spouse (if applicable) ([click here](#))
- ✓ Most recent LES (Leave and Earning Statement) must show Alabama as your state of residency for taxes.
- ✓ Your most recent Federal 1040 tax return (two main pages).
- ✓ Your most recent Alabama Form 40 state tax return (two main pages).
- ✓ Copy of marriage license (*Only* if for spouse and spouse is not listed jointly on taxes).

### **MILITARY PERSONNEL: Ordered/Stationed in Alabama**

- ✓ Application/Checklist Coversheet ([click here](#))
- ✓ Brief letter explaining basis for appeal
- ✓ Certification Statement - signed and dated by student and parent/s (if applicable) ([click here](#))
- ✓ Copy of PCS (Permanent Change of Station) orders identifying Alabama as assignment.
- ✓ Your most recent Federal 1040 tax return (*Only* if for spouse or dependent/s, two main pages).

### **MILITARY PERSONNEL: Ordered/Stationed at Fort Benning, GA (Living in Alabama)**

- ✓ Application/Checklist Coversheet ([click here](#))
- ✓ Brief letter explaining basis for appeal
- ✓ Certification Statement - signed and dated by student ([click here](#))
- ✓ Copy of PCS (Permanent Change of Station) orders identifying Fort Benning as assignment.
- ✓ Copy of lease or deed showing you have lived in Alabama for 12 consecutive months.
- ✓ Copy of Alabama driver's license.
- ✓ Copy of vehicle registration – Alabama
- ✓ Copy of voter's registration – Alabama ([www.alabamavotes.gov](http://www.alabamavotes.gov))
- ✓ Proof of banking in Alabama (voided check or checking account statement with AL address)
- ✓ Copy of marriage license (*Only* if for spouse and spouse is not listed jointly on taxes).
- ✓ Your most recent Federal 1040 tax return (*Only* if for spouse, two main pages).

**Please note – supplying all documents required for a residency appeal does NOT guarantee residency but allows us to assess each situation and apply Alabama law accordingly.**

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#### *Attention to details:*

- *Only the first two pages of Federal 1040 and Alabama Form 40 tax returns are necessary.*
- *Do not send electronic filing cover sheets.*
- *Do not send W2's.*
- *Forms submitted with information marked out or erased will not be considered. Exception: First 5 digits of social security numbers on taxes may be marked out.*

#### *All documents may be:*

- *Scanned and e-mailed PDF format: [residency@auburn.edu](mailto:residency@auburn.edu)*
- *Mailed: Attention: Residency Advisor - Meg Alexander  
Office of the Registrar  
04 Langdon Hall  
152 South College Street  
Auburn University, AL 36849*
- *Hand carried and delivered to 04 Langdon Hall, Auburn University*