

Residency Appeal Packet/Checklist

NON-RESIDENT EMPLOYED IN ALABAMA - For Parents

(Eligible 12 months after fulltime employment in state with documents below provided.)

100% of full-time employment needs to be confirmed only in Alabama within commutable distance from home with no remote or out-of-state work.

Spouse and dependent children of non-residents that are working in a full time capacity (physically present) in Alabama may qualify for residency. They must have held a full time position for **at least 12 consecutive months** in the state, paid Alabama taxes, and have NOT claimed credit on their Alabama return for income taxes paid to another state.

- ✓ 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](#))
 - ✓ *Letter of employment verification* – must include starting date, position, territory (if applicable), full time status, withholding of Alabama taxes, signature of employer and contact information. (If self-employed: copy of business license, articles of incorporation, lease/deed of business)
 - ✓ Copy of parents' most recent Alabama Form 40NR state tax return showing student claimed as dependent.
 - ✓ Copy of parents' most recent Federal 1040 tax Return showing student claimed as dependent. (Two main pages)
 - ✓ Copy of parents' most recent Federal Tax Return Transcript. Tax return transcripts can be requested at <https://www.irs.gov/Individuals/Get-Transcript>.
 - ✓ Copy of parents' out of state tax return.
- ***Alabama and Federal taxes plus full-time employment verification in Alabama must be submitted every year of the student's academic career.***

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.

Attention to details:

- *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*
- *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*