University System of Georgia

June 2019

REQUIRED DOCUMENTATION TO PROVIDE FOR AUDIT

Spouse: (Two documents required)

- Government-Issued Marriage Certificate.
- Federal Tax Return within last 2 years listing your spouse or partner, or proof of Joint Ownership issued within the last 6 months.
- Note: if married in past 12 months, only a Marriage Certificate is required.

Child

- Biological Child: Government-Issued Birth Certificate.
- Adopted Child: Re-issued Government-Issued Birth Certificate or Adoption Certificate or Placement Agreement.
- Step-Child: Government-Issued Birth Certificate AND both documents to verify Spouse or Partner.
- Foster Child: Foster Care Letter of Placement.
- Disabled Child: Documentation listed above AND Federal Tax Return within 2 years claiming child.

VERIFICATION TIPS:

- Birth certificates must be government-issued and must include parents’ names; hospital-issued birth certificates are accepted only for children less than three months of age.
- The state of Georgia does not have a law against photocopying vital records, however, some states do have laws that prohibit a person from copying vital records, such as birth certificates or marriage certificates. Copying, for this purpose, generally includes documents scanned or faxed, as well as photocopied. You should confirm the permissibility of copying vital records with the vital records office that issued the record in question. If copying is prohibited, we recommend that you obtain a duplicate government issued document from your vital records office (a non-certified document is acceptable if available) and submit via U.S. mail. Document(s) submitted will not be returned.
- Proofs of Joint Ownership issued within the last 6 months include mortgage statements, bank statements, credit card statements, rental/lease agreements or property tax statements with both parties’ names as co-owners.
- Send only the first page of your prior year Federal Tax Return (Form 1040) that shows your dependents, and black out all financial information and Social Security numbers.