

LOUISIANA OFFICE OF STUDENT FINANCIAL ASSISTANCE

Louisiana's Taylor Opportunity Program for Students (TOPS)

Affidavit of Residency

(For Students Graduating from High School in Academic Year 2006 and Thereafter)

PLEASE FOLLOW THE INSTRUCTIONS ON PAGE 2 OF THIS AFFIDAVIT

BEFORE ME, undersigned Notary, personally came and appeared \_\_\_\_\_, who after being duly sworn, did depose and say:

A. Check the one box that applies to you.

"I declare that I am the [ ] Parent of the Applicant, [ ] Court Ordered Custodian of the Applicant or the [ ] Applicant (Only independent students may check this box) who is seeking a TOPS award."

B. Enter your name, social security number, address, phone numbers and e-mail address.

Name \_\_\_\_\_ SSN \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_
Current Mailing Address \_\_\_\_\_
Current Daytime Phone Number \_\_\_\_\_ Current Evening Phone Number \_\_\_\_\_
Current E-mail Address \_\_\_\_\_

C. If you are not the applicant, enter the name and social security number of the TOPS' applicant.

Name \_\_\_\_\_ SSN \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

D. Check ALL the following either "YES" or "NO." If you check "YES" to question 2, 4, 6 or 8, you must attach a copy of the document listed.

- 1. [ ] YES [ ] NO I am a registered voter.
2. [ ] YES [ ] NO I am currently registered to vote in Louisiana. (Copy of voter registration card)
3. [ ] YES [ ] NO I am licensed to drive a motor vehicle.
4. [ ] YES [ ] NO I currently hold a valid Louisiana driver's license. (Copy of LA driver's license)
5. [ ] YES [ ] NO I own a motor vehicle.
6. [ ] YES [ ] NO My vehicle is currently registered in Louisiana. (Copy of automobile registration)
7. [ ] YES [ ] NO I have earned taxable income.
8. [ ] YES [ ] NO I have filed Louisiana income tax returns for the two most recent taxable years. (Copies of Louisiana income tax returns for the two most recent tax years prior to the Applicant's graduation from high school.)

E. Complete only if you are a member of the Armed Forces on active duty. If you check "YES" to one of these questions, you must attach copies of the documents listed after that item.

- 1. [ ] YES [ ] NO I am stationed in Louisiana under permanent change of station (PCS) orders and my DD Form 2058 in my official military records was amended within 180 days of reporting to Louisiana to show that I claim Louisiana as my state of legal residence. (Copies of your military ID Card, PCS Orders, and DD Form 2058.)
2. [ ] YES [ ] NO I am stationed outside the state of Louisiana; however, I claim Louisiana as my legal residence on my DD Form 2058 and have filed Louisiana tax returns for the most recent two years in compliance with Louisiana state income tax laws and regulations applicable to my earned income. (Copies of your military ID Card, DD Form 2058, and Louisiana income tax returns for the two most recent tax years prior to the Applicant's graduation from high school.)

F. Applicant graduated from: \_\_\_\_\_ in \_\_\_\_\_, \_\_\_\_\_ on \_\_\_\_\_, \_\_\_\_\_.
(name of high school) (city) (state) (month) (day) (year)

G. I have been a legal resident of Louisiana since \_\_\_\_\_, \_\_\_\_\_.
(month) (day) (year)

H. In the presence of a Notary Public, complete and sign this affidavit attesting to the foregoing and enter the date.

Sworn Statement: "I make this sworn statement, under penalty of law, for the express purpose of qualifying myself, my child or my ward for a TOPS award. By signing this form, I do hereby declare that I have personally completed this form and that all information entered on and included with this affidavit of residency is true and correct and that I understand that, if I purposely give false or misleading information, I may be fined, sent to prison or both."

Thus done and passed in \_\_\_\_\_, \_\_\_\_\_, this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.
(city) (state) (day) (month) (year)

Affiant: \_\_\_\_\_
(Legal Signature)

SWORN TO AND SUBSCRIBED, before me, the undersigned, Notary, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

NOTARY PUBLIC

For the Parish/County of \_\_\_\_\_ In the State of \_\_\_\_\_

# LOUISIANA OFFICE OF STUDENT FINANCIAL ASSISTANCE

## RESIDENCY REQUIREMENTS

To qualify for an award under Louisiana's Taylor Opportunity Program for Students (TOPS), the applicant must meet one of the following criteria:

- (a) at least one of an applicant's parents or the applicant's court ordered custodian or, if the applicant is an independent student, the applicant must be a resident of Louisiana for at least 24 consecutive months before the month **of the applicant's graduation from high school**. This requirement does not apply to a nonresident on active duty with the United States Armed Forces who meets the requirements of Instruction (E), below.

### OR

- (b) The applicant must have lived in Louisiana and attended an eligible Louisiana high school for all of his/her last two years of high school and graduate from an eligible Louisiana high school. **IF THE TOPS APPLICANT MEETS THIS CRITERIA, YOU DO NOT NEED TO COMPLETE THIS FORM.** Call Public Information Representative at 1-800-259-5626, Ext. 1012 for assistance.

## INSTRUCTIONS FOR COMPLETING AFFIDAVIT OF RESIDENCY

**Please complete the affidavit and sign it in blue or black ink before a Notary Public.**

### WHO MAY COMPLETE THIS AFFIDAVIT?

- If the applicant is a dependent student, a parent or the court ordered custodian must complete this form.
- If the applicant meets the criteria of "Independent Student," the applicant may complete this affidavit. For the purposes of TOPS, an Independent Student is a student who meets at least one of the following criteria: (1) has been determined independent by a financial aid officer exercising professional judgment in accordance with applicable provisions of the Higher Education Act of 1965, as amended; or (2) is an orphan or a ward of the court or was a ward of the court until age 18; or (3) has legal dependents other than a spouse; or (4) is married, or (5) is a veteran of active service in the U.S. Armed Forces (Army, Navy, Air Force, Marines, and Coast Guard).

### Instructions By Section:

- A. Check the applicable box. A person claiming to be the court ordered custodian of a student must submit a copy of the court document that establishes custody. See "Who May Complete This Affidavit" above to determine if the applicant is a dependent student or an independent student.
- B. You must provide your name and social security number and your address and telephone number(s) for where you are living when you fill out the affidavit. Please include your e-mail address if you have one. This information is essential to processing the TOPS Applicant's application.
- C. Enter the name and social security number of the TOPS applicant.
- D. You must check "YES" or "NO" for all the questions. If you check "YES" to question 2, 4, 6 or 8, you must attach a copy of the document listed after that item. If none of these documents show an issue date at least 24 months before the month you enter in Section F, below, other documents may be acceptable to fulfill this requirement. Call 1-800-259-5626, Ext. 1048, for guidance.
- E. If the student is the dependent child of a nonresident on active duty with the United States Armed Forces who is stationed in Louisiana under permanent change of station orders and who, not later than one hundred eighty (180) days after reporting to such station, changes his DD Form 2058 in his military personnel records to establish Louisiana as his official legal residence and complies with Louisiana income tax laws and regulations for the time period while stationed in Louisiana, you must check "Yes" in Section E.1 and submit the documents listed.
- If the student is the dependent child of a resident of Louisiana on active duty with the United States Armed Forces who is stationed outside Louisiana, but who claims Louisiana as his legal residence on his DD Form 2058 and who has filed a Louisiana state income tax return for the most recent two years, you must check "Yes" in Section E.2 and submit the documents listed.
- F. Enter the date the applicant will or did graduate from high school.
- G. To be a legal resident of Louisiana, you must live in Louisiana and you must intend for Louisiana to be your home state. Your intent is evidenced by your registration to vote, obtaining a driver's license, registering your car and paying income taxes in Louisiana. Provide the date you last established Louisiana residency. For instance, if you were born in Louisiana on January 31, 1965, then moved to Georgia in 1986 and returned to make Louisiana your legal residence on July 1, 2004, you would enter July 1, 2004. **DO NOT ENTER "SINCE BIRTH."**
- H. You must sign the affidavit in front of a person who is a Notary in the state where you complete the affidavit.

**Send the Affidavit of Residency with all supporting documents to:**

Office of Student Financial Assistance  
Scholarship and Grant Division  
Post Office Box 91202  
Baton Rouge, Louisiana 70821-9202

**Questions? Need assistance? Call a Public Information Representative at 1-800-259-5626, Ext. 1012**