

**2018-2019 Dependent
Special Circumstances Request for Income Reduction**

Student's Name: _____ SSN: _____

Check one condition which best describes the change in your financial situation. Sign below, and ATTACH ALL REQUIRED DOCUMENTATION.

Step 1: Reason for Income Reduction

Check the reason for the reduction in your family's income:

1. Unemployment or change in employment which has drastically reduced your and (or) your parent's income.

If you select option "1," you must submit all of the items below:

- Personal signed and dated letter of explanation of change in financial situation that includes the twelve-month period for which you are requesting consideration for income reduction.
- 2016 Federal Income Tax Transcripts (Student and Parents) If the IRS data retrieval tool was used and there is a "02" response on the ISIR, the transcripts can be omitted.
- 2016 W-2's (student and/or parents)
- Monetary determination letter from Unemployment (if no Unemployment was earned at any time, please confirm in your personal statement)
- 2018 year to date pay stubs (student and/or parents) **or** 2017 Federal Income Tax Transcript (student and/or parents) and 2017 W-2's (student and/or parents)
- 2018-19 Dependent Household Information Worksheet
- 2018-19 Dependent Filing Status Worksheet

****Submit doctor's statement detailing length and type of disability if applicable****

2. You have already completed the FAFSA and since that time your parent's marital status has changed (Marriage, Separation, Divorce or Death)

If you select option "2," you must submit all of the items below:

- Personal signed and dated letter of explanation of change in financial situation
- Copy of marriage license, legal separation documentation, divorce decree, death certificate or obituary
- 2016 Federal tax transcript (parents)
- 2016 W-2's (parents)
- 2018-19 Dependent Household Information Worksheet
- 2018-19 Dependent Filing Status Worksheet

3. One-time income (examples: inheritance, IRA or pension distribution)

If you select option "3," you must submit all of the items below:

- Personal signed and dated letter of explanation - including how funds were spent
- Student and/or parents' 2016 Federal Income Tax Return
- Student and/or parents' 2016 W-2's
- Documentation identifying source of one-time income.
- 2018-19 Dependent Household Information Worksheet
- 2018-19 Dependent Filing Status Worksheet

Step 2: Complete the anticipated income for Jan 1 through Dec 31 (2017 or 2018)

2017/2018 Income Estimation Table	Source of 2017/2018 Income	Student	Father or Stepfather	Mother or Stepmother
Annual 2017/2018 Earnings		\$	\$	\$
*Other Taxable Income		\$	\$	\$
**Nontaxable Income		\$	\$	\$
TOTAL 2017/2018 Income		\$	\$	\$

* **Other Taxable Income** includes unemployment compensation, disability benefits, interest and dividend income, real estate income, capital gains/losses, alimony, pensions, and all other taxable income (submit appropriate documentation)

** **Nontaxable Income** includes TANF, social security benefits, child support and all other non-taxable income

CERTIFICATION AND SIGNATURE:

All of the information on this form is true and complete to the best of my knowledge. I agree to provide proof of the information that I have given in this form. I also realize that if I do not provide required proof, my request for special circumstances will not be processed.

Each person signing below certifies that all of the information reported is complete and correct

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

_____ **Student Signature (Required)**

_____ **Date (Required)**

_____ **Parent Signature (Required)**

_____ **Date (Required)**

NOTE: Additional documentation may be requested before a determination can be made.