

2009-2010

# Income Reduction Request

Email: [finaid@lewisu.edu](mailto:finaid@lewisu.edu)



**Student Name:** \_\_\_\_\_ **Student ID Number:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_ **Phone Number:** \_\_\_\_\_

## **What is an Income Reduction?**

The Office of Financial Aid Services defines an Income Reduction as a loss of income resulting from one of the following:

- Loss of Employment
- Loss of Earnings due to a Disability or Natural Disaster
- Loss of Untaxed Income
- Separation or Divorce
- Death

**The total loss of income should be greater than \$10,000.**

## **What should I do if my family has experienced a loss of income greater than \$10,000 as a result of one of the above?**

Please contact Financial Aid Services to discuss your specific situation.

## **What documentation will I need to verify my situation?**

Listed below are some of the documents that may be required:

- 1.) **Letter explaining your specific situation**
- 2.) Letter from former employer indicating last day of work
- 3.) Letter from Doctor indicating disability
- 4.) Death Certificate
- 5.) **W-2s (2007 & 2008)**
- 6.) **Signed Federal Tax Return —2007 & 2008 (Student's and Parent's/Spouse's )**
- 7.) **Last paycheck stub**
- 8.) Unemployment compensation documentation
- 9.) Separation or divorce decree
- 10.) **Signed and completed 2009-10 Verification form** ([lewisu.edu/admissions/finaid/index.htm](http://lewisu.edu/admissions/finaid/index.htm))

**Please note—items listed in bold are required.**

## **What will happen once the Income Reduction Request form is completed and all of the required documentation has been received?**

Financial Aid Services will review all documentation and make a decision on the course of action to be taken, if any. **Please note: This review process will not occur until, October for the Fall semester or February for the Spring semester.** This will allow our office to obtain a more accurate estimate of current (annual) income. A decision will be forwarded to you once your request has been processed.

**Please be sure to complete the backside of this form ►**

# Income Reduction Request (cont'd.)

Please note that your financial aid file cannot be processed until the Office of Financial Aid Services receives all required documents. **READ AND PROCESS EACH SECTION CAREFULLY — AN INCOMPLETE OR INCORRECT FORM WILL RESULT IN DELAYS.** All documents submitted to the Office of Financial Aid Services must be **SIGNED**.

## DETERMINE ELIGIBILITY:

Did a reduction in income greater than \$10,000 occur during the calendar year 2008?  Yes  No

Please check the situation that best describes your Income Reduction:

- Loss of Employment
- Loss of Earnings due to Disability or Natural Disaster
- Loss of Untaxed Income or Benefits
- Separation or Divorce
- Death

Date the Income Reduction occurred: \_\_\_\_\_

This Income Reduction relates to:

- Student
- Student's Spouse
- Student's Parent

## EXPECTED INCOME:

Please complete the following section using your most accurate estimates:

Expected 2009 Household Adjusted Gross Income (parents, student, spouse)	\$
Father (of dependent student) 2009 expected income from work	\$
Mother (of dependent student) 2009 expected income from work	\$
Student 2009 expected income from work	\$
Spouse (of independent student) 2009 expected income from work	\$
Expected 2009 US Income Tax Paid	\$
Expected 2009 Other Taxable Income	\$
Expected 2008 Untaxed Income	\$

## DOCUMENTATION:

A copy of the items below must accompany this form. Failure to submit the required items may result in a delay in processing this information. Please also indicate additional items attached in the space provided below. **Please note—items listed in bold are required.**

- \_\_\_\_\_ **Letter explaining your specific situation**
- \_\_\_\_\_ Letter from former employer indicating last day of work
- \_\_\_\_\_ Letter from Doctor indicating disability
- \_\_\_\_\_ **W-2s (2007 & 2008)**
- \_\_\_\_\_ **Last paycheck stub**
- \_\_\_\_\_ **Federal 2007 & 2008 Tax Return Signed** (Parents' and Student's/Spouse's)
- \_\_\_\_\_ **2009-10 Verification form**
- \_\_\_\_\_ Unemployment compensation documentation
- \_\_\_\_\_ Death Certificate
- \_\_\_\_\_ Other: (Please specify) \_\_\_\_\_

WARNING: Penalties for purposely giving false or misleading information on this form can include fines, jail time, or both.

## SIGNATURES:

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent Signature— Dependent student

\_\_\_\_\_  
Date