

1st Day to Submit: 7/5/2016
 Fall 2016: 11/18/2016
 Spring 2017: 4/28/2017
 Summer 2017: 7/07/2017

SAN DIEGO MESA COLLEGE FINANCIAL AID OFFICE
INCOME REDUCTION REQUEST
2016-2017

Student Name: _____ **CSID #:** _____

Please complete this form if your income and/or your spouse's or parent's income will be less in 2016 than in 2015, or if you have had some other dramatic financial changes **due to circumstances beyond your control**.

- If you are considered an **INDEPENDENT** student you will only provide information about yourself and/or your spouse.
- If you are considered a **DEPENDENT** student you will provide information about yourself, and/or your parents.

SECTION 1. Check the reason, giving the date of the change in situation.				Month and Year (no later than 2016)
<i>NOTE: Be ready to provide supporting documentation</i>				
1. _____ Unemployment or change in employment	<input type="checkbox"/> self	<input type="checkbox"/> spouse	<input type="checkbox"/> parent	_____
2. _____ Loss of income (i.e.TANF, social security)	<input type="checkbox"/> self	<input type="checkbox"/> spouse	<input type="checkbox"/> parent	_____
3. _____ Divorce/separation	<input type="checkbox"/> self		<input type="checkbox"/> parent	_____
4. _____ Death of		<input type="checkbox"/> spouse	<input type="checkbox"/> parent	_____
5. _____ Disability of	<input type="checkbox"/> self	<input type="checkbox"/> spouse	<input type="checkbox"/> parent	_____
6. _____ Other (explain) _____				_____

SECTION 2: REQUIRED

Please provide a detailed written statement on a separate sheet of paper, to explain the circumstances that contributed to the situation. If you had one-time income (i.e., inheritance, IRA or pension distribution) during 2015 that you will no longer have in 2016, identify the source of income and explain how funds were spent or invested (documentation required).

INCOME REDUCTION REQUEST CHECKLIST (Please check all that apply)

- WRITTEN STATEMENT (required for ALL Income Reduction Requests, will not be accepted without)**
- Income Reduction Request Form (required)
- Verification Worksheet (Dependent or Independent) (required)
- 2015 IRS Tax Return Transcripts including all schedules and W2's (Required for Both parent and/or student if applicable) [after 12/02/2016, you must provide a 2016 IRS Tax Transcript(s) also]
- A copy of your Unemployment Benefits (i.e. eligibility award letter) from the Employment Development Department (EDD).
- Agency Certification form to be completed by any office from which the student/spouse and/or parents received or is currently receiving cash benefits in 2015 (example: SSI benefits, Welfare benefits etc.) For Military Discharge within 2015 or 2016, DD214 showing discharge status.
- Letter(s) from former employer(s) indicating last working day, reason for separation and final pay stubs.
- Finalized Divorce decree or Legal Separation decree (court document) – *or* – Proof of Separate Dwelling for both parties if there is no “legal separation court document” (ie: Separate Rental Agreements)
- For all jobs that you are still currently employed; an employment letter indicating the gross year-to-date earnings, current rate of pay, and average number of hours worked per week.
- Proof of “Year to Date” untaxed income for 2016 and anticipated amounts for the remaining of 2016.
- Any other sources of income for 2016 including, but not limited to:
 - LES Showing subsistence benefits/ Chapter 31 Benefits
 - VA Work-Study paystubs
 - Other untaxed income (including Worker’s Compensation, Cash received from family and friends and inheritance.

NOTE: You will need to provide ALL required documentation before an assessment of your petition can be made. Incomplete forms will not be accepted & unsubstantiated forms will be dismissed.

A. Disclose and provide documentation for 2016 Taxable and Un-taxable Income Already Earned. [As Of Today]

(Write \$0 if an item does not apply). If you submit this income reduction on or after 12/02/2016, you must provide a 2016 IRS Tax Transcript.

Taxable Income Sources	Student	Spouse	Mother	Father
Wages, Salaries & tips				
State Unemployment Benefits (EDD)				
Pensions or Annuities Distribution				
Alimony Received				
Cashed IRAs, 401ks or Stock Bonds Owned				
Other Taxable Income (specify)				
Total 2016 Taxable Income Received	\$	\$	\$	\$
Un-Taxable Income Sources	Student	Spouse	Mother	Father
Social Security Benefits				
Temporary Assistance for Needy Family				
Child Support Received				
Disability Payments				
Other Untaxed Income and /or Benefits				
Total 2016 Untaxed Income and Benefits Received	\$	\$	\$	\$
TOTAL 2016 Income Received to Date	\$	\$	\$	\$

B. Disclose and provide documentation on 2016 Expected/ Projected Taxable and Un-taxable Income. [For the Remainder of 2016]
 (Write \$0 if an item does not apply). Do not complete this section if you are submitting the form after November 30, 2016.

After 12/02/2016, all Income Reduction forms must be submitted with a copy of your 2016 IRS Tax Return Transcript. .

Taxable Income Sources	Student	Spouse	Mother	Father
Wages, Salaries & Tips				
State Unemployment Benefits (EDD)				
Pensions or Annuities Distribution				
Alimony Received				
Cashed IRAs, 401ks or Stock Bonds Owned				
Other Taxable Income (specify)				
Total Expected 2016 Taxable Income	\$	\$	\$	\$
Un-Taxable Income Sources	Student	Spouse	Mother	Father
Social Security Benefits				
Temporary Assistance for Needy Family				
Child Support Received				
Disability Payments				
Other Untaxed Income and /or Benefits				
Cash, Savings or Money Received				
Total Expected 2016 Untaxed Income and Benefits	\$	\$	\$	\$
TOTAL Expected 2016 Income (Sum of A totals & B totals)	\$	\$	\$	\$

I certify that the information provided on this form is true and correct. I understand that this information will be used to determine my eligibility for financial aid and that false or misleading information may be cause for termination of my financial aid and repayment of funds received.

Student Signature _____ **Date** _____
 (Required)

Parent Signature _____ **Date** _____
 (Required for dependent students if parent's income is reported on this form)

This request is valid only at San Diego Mesa College. The decision of the Financial Aid Office is **Final**. It is possible that the Department of Education may select your FAFSA for further verification resulting in additional documentation needed after this form is processed.