

Fall 2013 12/02/2013
Spring 2014 05/05/2014
Summer 2014 TBA

SAN DIEGO MESA COLLEGE FINANCIAL AID OFFICE
INCOME REDUCTION REQUEST
2013-2014

Student Name: _____ CSID #: _____

Please complete this form if your income and/or your spouse's or parent's income will be less in 2013 than in 2012, 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.
NOTE: Be ready to provide supporting documentation
Month and Year (no later than 2013)
1. Unemployment or change in employment
2. Loss of income (i.e. TANF, social security)
3. Divorce/separation
4. Death of
5. Disability of
6. Other (explain)

REQUIRED

SECTION 2: Please explain the circumstances that contributed to the situation. If you had one-time income (i.e., inheritance, IRA or pension distribution) during 2012 that you will no longer have in 2013, identify the source of income and explain how funds were spent or invested (documentation required). Please attach a separate piece of paper if needed.

Blank lines for writing the explanation in Section 2.

NOTE: Please provide ALL required documentation before an assessment of your petition can be made. Incomplete or unsubstantiated forms will be dismissed.

Examples of documentation required supporting your financial situation:

- All Income Reduction Requests must be accompanied by 2012 IRS Tax Transcript with W2(s) and all corresponding Schedules.
A letter from your former employer indicating no longer working and including effective date of separation;
For Military Discharge within 2013 or 2012, DD214 showing Honorable Discharge;
Last pay stub indicating "year to date" Gross Income for all positions held during the year;
Two {2} most recent pay stubs indicating current pay rate and number of hours per pay period;
Proof of "year to date" untaxed income for 2013 and anticipated amount for the remaining of year;
After November 30, 2013, submission of 2013 IRS Tax Transcript(s) with w2(s) and all schedules will be required, if you are required by IRS to file. No exceptions;
Any other sources of income for 2013 including, but not limited to:
o LES showing housing and subsistence benefits/ Chapter 31 benefits
o VA Work-Study paystub(s)
o Other untaxed income (including Worker's Compensation, cash aid from friends and relatives, inheritance, etc)
o Unemployment Benefits (i.e. eligibility letter, etc.)
Estimated work schedule and hourly wages for the remainder of 2013

A. Disclose and provide documentation for 2013 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 11/30/2013, you must provide a 2013 IRS Tax Transcript.

Taxable Income Sources	Student	Spouse	Mother	Father
Wages, Salaries & tips				
State Unemployment Benefits				
Pensions or Annuities Distribution				
Alimony Received				
Cashed IRAs, 401ks or Stock Bonds Owned				
Other Taxable Income (specify)				
Total 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 Untaxed Income and Benefits Received	\$	\$	\$	\$
TOTAL 2013 Income Received to Date	\$	\$	\$	\$

B. Disclose and provide documentation on 2013 Expected/ Projected Taxable and Un-taxable Income. [For the Remainder of 2013]
 (Write \$0 if an item does not apply). Do not complete this section if you are submitting the form after November 30, 2013.
 After 11/30/2013, all Income Reduction forms must be submitted with a copy of your 2012 IRS Tax Transcript. .

Taxable Income Sources	Student	Spouse	Mother	Father
Wages, Salaries & Tips				
State Unemployment Benefits				
Pensions or Annuities Distribution				
Alimony Received				
Cashed IRAs, 401ks or Stock Bonds Owned				
Other Taxable Income (specify)				
Total Expected 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 Untaxed Income and Benefits	\$	\$	\$	\$
TOTAL Expected 2013 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.