Check the one reason below that best describes your family’s change of economic circumstances and provide the documentation specified below (or required by a Financial Aid Counselor). To be considered for an income adjustment, you must have already completed a 2015-2016 FAFSA and received your Student Aid Report (SAR). You must then see a Financial Aid Counselor with your SAR, this worksheet and the required documentation.

1. You or your spouse (if married) has had a significant loss of income in 2015 or 2016 due to a period of unemployment, a change of jobs, or going from full-time to part-time employment.
   Required Documentation - 2014 Federal IRS Tax Return Transcript (including all schedules and W2/1099); 2015-2016 Standard Verification Worksheet; letter of termination (or signed statement from student or spouse indicating when employment terminated); 2015/2016 financial documents (last pay stub, unemployment benefit rate letter/Notice of Determination [and the NYS Unemployment Benefits Online Pay History, which is available at the NYS Department of Labor’s Website https://applications.labor.ny.gov/IndividualReg/ or, for non-NYS residents, the equivalent from your state], current public assistance budget, etc.).

2. You or your spouse earned money in 2014 but have not been able to earn money in 2015 or 2016 because of a disability or natural disaster that occurred in 2015 or 2016.
   Required Documentation - 2014 Federal IRS Tax Return Transcript (including all schedules and W2/1099); 2015-2016 Standard Verification Worksheet; a statement from the student or spouse’s employer, insurance company, Worker’s Compensation Board, or other disability agency indicating when employment terminated; in cases of a natural disaster, a statement explaining the nature of the disaster and the date employment terminated; 2015/2016 financial documents (disability or Worker’s Compensation statements, etc.).

3. You or your spouse received unemployment compensation or some untaxed income or benefit in 2015 or 2016 but have completely lost that income or benefit in 2015 or 2016. The untaxed income or benefit must be from a public or private agency, from a company or from a person because of a court order.
   Required Documentation - 2014 Federal IRS Tax Return Transcript (including all schedules and W2/1099); 2015-2016 Standard Verification Worksheet; a statement from the appropriate agency, company or person making the benefit payments indicating when the benefits terminated.

4. You became separated or divorced from your spouse after you filed a FAFSA.
   Required Documentation - A copy of the divorce decree or a statement from the student indicating the date of separation; proof of separate addresses; 2014 Federal IRS Tax Return Transcript (including all schedules and W2/1099); 2015-2016 Standard Verification Worksheet; 2015/2016 financial documents for the remaining parent (current pay stubs, etc.).

5. Your spouse has died after you filed a FAFSA.
   Required Documentation - A copy of the death certificate for the spouse; 2014 Federal IRS Tax Return Transcript (including all schedules and W2/1099); 2015-2016 Standard Verification Worksheet; your 2015/16 financial documents (current pay stub; social security statements, etc.).

6. When you filed your FAFSA, you were a dependent student. After the FAFSA was filed, your marital status changed from single to married.
   Required Documentation - Marriage certificate, 2014 Federal IRS Tax Return Transcript (including all schedules and W2/1099) for student and spouse, 2015-2016 Standard Verification Worksheet, proof of residence (lease agreement).

STUDENT’S CERTIFICATION:
I/we hereby certify that all information submitted in support of this request for an income adjustment is true and complete to the best of my/our knowledge. I/we swear that I/we have not knowingly or intentionally provided any fraudulent documentation. I/we understand that if I/we are found to have knowingly or intentionally given false statements or fraudulent documentation, this request will be denied and the student’s eligibility for Federal financial aid jeopardized.

Student’s Signature: ___________________________ Date: ______________