

**2017-18 Independent  
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 spouse'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 you want to be considered to reduce income
- 2015 Federal Income Tax Transcript (student and spouse if applicable) If the IRS data retrieval tool was used and there is a "02" response on the ISIR, the transcripts can be omitted.
- 2015 W-2's (student and spouse if applicable)
- Monetary determination letter from Unemployment
- 2017 year to date pay stubs (student and spouse if applicable) **or** 2016 Federal Income Tax Transcript (student and spouse if applicable) and 2016 W-2's (student and spouse if applicable)
- 2017-18 Independent Household Information Worksheet
- 2017-18 Independent 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 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
- 2015 Federal tax transcript (student and spouse if applicable)
- 2015 W-2's (student and spouse if applicable)
- 2017-18 Independent Household Information Worksheet
- 2017-18 Independent 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
- 2015 Federal Income Tax Return (student and spouse if applicable),
- 2015 W-2's (student and spouse if applicable)
- Documentation identifying source of one time income.
- 2017-18 Independent Household Information Worksheet



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