Please print clearly

@								

UTSA ID

Student's Last Name

Student's First Name

UTSA STUDENT LOSS OF INCOME FORM 2008-2009

University of Texas at San Antonio – One UTSA Circle - San Antonio- Texas- 78249-0687 - (210) 458-8000
FinancialAid@UTSA.edu www.utsa.edu/financialaid/

Student Name: _____ **UTSA ID: @**_____

Students may use this form to report changes that have occurred since filing the 2008-2009 Free Application for Federal Student Aid (FAFSA). After completing all 6 steps of this form, please return it along with all required supporting documentation to the Office of Student Financial Aid and Enrollment Services.

Please submit all documents at the same time, and write your name and Student ID at the top of every document. Documentation may be submitted in person at the Enrollment Services counter, via U.S. mail, or at our drop box location. Documentation submitted via FAX cannot be accepted and the documents will have to be resubmitted.

STEP 1: VERIFICATION

As part of the special circumstance process your financial aid application will be reviewed in a process called "verification". In this process, UTSA will be comparing information from your FAFSA application with **signed copies of your and your parents' 2007 federal tax forms**. The law states we have the right to ask you for this information before awarding federal aid. If there are differences between your application information and your financial documents, we may need to send in corrections on your Student Aid Report (SAR) and have a new SAR processed. Failure to submit the required documentation will delay processing of your file.

Required Documentation:

- **DEPENDENT STUDENTS: Copies of all 2007 signed income tax forms and copies of all 2007 W2's** for the parent and student.
- **INDEPENDENT STUDENTS: Copies of all 2007 signed income tax forms and copies of all 2007 W2's** for the student and spouse.

UTSA will compare information on these documents. We may need to make corrections on your SAR and send it back to the application processor. *UTSA must review the requested information, under the financial aid program rules (34 CFR, Section 668)*

A. Family Information

Dependent Students: List the people that your parents will support between July 1, 2008 and June 30, 2009. Include yourself, your parents, and your parents' dependent children (if your parents provide more than half support, or if they would be required to give parental information when applying for federal student aid).

Independent Students: List the people that you and your spouse will support between July 1, 2008 and June 30, 2009. Include yourself, your spouse, and your dependent children (if you and your spouse will provide more than half support, or if they would be required to give parental information when applying for federal student aid).

Include other people as part of your family only if:

- They lived with your parents and got more than half their support from your parents at the time you completed your student aid application, AND
- They will continue to get more than half their support from July 1, 2008 through June 30, 2009.

Write the names of all family members. Also write in the name of the college for any family member who will be attending college at least half-time between July 1, 2008 and June 30, 2009, and will be enrolled in a degree or certificate program. If you need more space, attach a separate page.

Full Name	Age	Relationship	College
Example: Missy Jones	*24*	*Wife*	*UTSA*

Please print clearly

@								

UTSA ID

Student's Last Name

Student's First Name

B. Tax Forms and Income Information

All tax filers must submit a **signed copy of all 2007 Federal Income Tax returns** (Includes 2007 IRS Form 1040, 1040A, 1040EZ, a tax return from Puerto Rico or a foreign income tax return) and **copies of all 2007 W2's**. If you did not keep a copy of the tax return, request a copy from you tax preparer or a copy of an IRS form that lists tax account information.

Dependent students, please check and return to UTSA all **signed Tax returns and copies of all W2's** that apply:

Your own Your Father's Your Mother's Parents' joint return

All non-tax filers must check the box for those persons who did not file and were not required to file a 2007 Federal Income Tax Return.

Your own Your Father Your Mother

If a tax return was not filed, but income was received from work in 2007, list that income below and submit the W-2 form(s) or other earnings statement(s) if available.

Name of Employer(s)	**Student Amount**	**Parent(s) Amount**

Both tax filers and non-tax filers must list any untaxed income *received* in 2007.
Please refer to FAFSA Worksheet A&B

2007 Untaxed Income	**Student Amount**	**Parent(s) Amount**
Child Support **Received**		
Untaxed Social Security Benefits		
Welfare Benefits		
Worker's Compensation		
Other (401K, Pension plans, etc.)		

Both tax filers and non-tax filers must list the following income *received, credited, or paid* in 2007.
Please refer to FAFSA Worksheet C

2007 Income/Credit/Paid	**Student Amount**	**Parent(s) Amount**
Child Support **Paid**		
Education Credits (Hope & Lifetime Learning) from 1040 tax return		
Taxable earnings from Federal Work-Study or other need-based work programs		
Student grant, scholarship, fellowship, & assistantship aid, reported to IRS in **adjusted gross income** line from 1040 tax return(s)		

STEP 2: ATTACH A LETTER OF EXPLANATION

- A detailed letter explaining your special circumstances and date your income was reduced.

STEP 3: COMPLETE CHANGE OF INCOME CHART

Income calculations are from January 2008 through December 2008. ***If you do not know what your gross earnings will be for any portion of 2008, estimate how much you expect to earn.***

Your Projected 2008 Income *(Wages, Salaries, Tips, and Bonuses)*	$_____
Spouse's Projected 2008 Income *(Wages, Salaries, Tips, and Bonuses)*	$_____
Other 2008 Taxable Income (Alimony, dividend/interest income, unemployment compensation, or trust/investment income)	$_____
2008 Non-Taxable Income (Pensions, annuities, social security, AFDC, or child support received)	$_____

Please print clearly

@								

UTSA ID

Student's Last Name

Student's First Name

STEP 4: CHECK THE REASON(S) YOU ARE REQUESTING AN INCOME ADJUSTMENT AND ATTACH THE ADDITIONAL REQUIRED DOCUMENTATION PER SITUATION

☐ **Loss of income from work due to layoff, termination, or reduction of hours:**

- Documentation from former employer confirming loss of income and date of separation.
- Copy of last pay stub from previous job showing year to date earnings.
- Copy of most recent pay stub form current job (if applicable).

☐ **Loss of Unemployment Compensation:**

- Letter from unemployment office stating start/end dates and benefit amount.

☐ **Loss of Social Security Benefits:**

- Letter from the Social Security Administration stating start/end dates and benefit amount.

☐ **Loss of Child Support:**

- A Letter or court document stating the start/end dates and amount.

☐ **Death of Parent or Spouse:**

- Copy of death certificate.

☐ **Divorce, or Separation:**

- Attach a letter of explanation, including the following:
  - date of divorce/separation if it occurred after filing the FAFSA
  - list current household members, relationship and age
  - monthly child support you will receive in 2008
  - other assets you will receive in 2008 based upon divorce decree (provide a copy of your divorce decree).

☐ **A one-time, nonrecurring income received during 2007:**

- Documentation identifying the source of the income, how the funds were spent, and the amount of remaining funds, if any.

☐ **Other:**

- Attach a detailed letter and supporting documentation to support the circumstance.

STEP 5: LOAN CERTIFICATION

The changes resulting from your approved loss of income may result in increased loan eligibility. Please confirm if you would like any changes to your loans once the loss of income has been processed.

Type of Loan (if applicable)	**No**	**Yes**	**Amount** (if you are unsure about amount but would like maximum award, please write "full award.")
Subsidized Stafford Loan			
Unsubsidized Stafford Loan			

STEP 6: COMPLETE CERTIFICATION STATEMENT

Your signature on this document confirms your acknowledgement of the following:

- The information submitted for review is true and correct to the best of your knowledge.
- You have read each section and have provided the required documentation.
- Underestimating the projected income could result in reduced eligibility, repayment of aid, or both, in this year or next year.
- Changes resulting from this review do not guarantee an increase in aid.
- Additional documentation may be required upon request.
- There is approximately a four week processing time for the request.
- Status of the request will be e-mailed to your UTSA e-mail account.

Student Signature:_____ Date:_____

PRIVACY NOTICE

With a few exceptions, you are entitled to be informed about the information U.T. San Antonio collects about you. Under Sections 552.021 and 552.023 of the Texas Government Code, you are entitled to receive and review this information. Under Section 559.004 of the Texas Government Code, you are entitled to have U.T. San Antonio correct information about you that is held by us and that is incorrect, in accordance with the procedures set forth in the University of Texas System Business Procedures Memorandum 32. The information that U.T. San Antonio collects will be retained and maintained as required by Texas records retention laws (Section 441.180 et seq. of the Texas Government code) and rules. Different types of information are kept for different periods of time.