

## 2017-2018 DEPENDENT STUDENT INCOME ADJUSTMENT WORKSHEET

NAME: \_\_\_\_\_

EMPL ID#: \_\_\_\_\_

**Dependent Student:** If a dependent student and/or their parent(s) 2016 income or current income has changed from the 2015 tax year, the student may request an income adjustment if the income changes are a result of any of the reasons listed below.

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 2017-2018 FAFSA. You must then make an appointment to meet with a Financial Aid Counselor with this worksheet and the required documentation.

**Reason For Appeal:**

☐ 1) A parent or student has experienced a significant loss of income in 2016, 2017 or 2018 due to a period of unemployment, termination of current employment, change of jobs, or a reduction of wages or hours from current employment.

**Required documentation:** Submit a signed 2015 Federal Tax return or 2015 Federal IRS Tax Return Transcript (including all schedules and W2/1099), 2016 Signed Tax Return, 2017-2018 Standard Verification Worksheet, an official letter of termination (or signed statement from parent/student indicating when employment terminated), 2016,2017,2018 financial documents (at least 3 consecutive final paystubs from most recent employers—if applicable), documentation of receipt of Unemployment Benefits from NYS Department of Labor [NYS Unemployment Benefits Online Pay History available at the NYS Department of Labor's Website <https://applications.labor.ny.gov/IndividualReg/>], for non NYS residents, the equivalent from your state), current public assistance budget etc.

☐ 2) A parent or student who earned money in 2015 and has not been able to earn money in 2016 or 2017 or 2018 due to disability or natural disaster that occurred in 2016 or 2017 or 2018.

**Required Documentation:** Submit signed 2015 Federal Tax return or 2015 Federal IRS Tax Return Transcript (including all schedules and W2/1099), 2016 Signed Tax Return, 2017-2018 Standard Verification Worksheet, a statement from parent's employer, insurance company, Worker's Compensation Board, or other disability agency indicating when employment terminated; in cases of natural disaster: submit a statement explaining the nature of disaster & date employment terminated. 2016, 2017, 2018 financial documents (disability or Worker's Compensation statements, etc.).

☐ 3) Your parent 's have separated or divorced after you filed your FAFSA.

**Required documentation:** a copy of divorce decree or signed statement from the parent indicating the date of separation proof of separate addresses: copy of leases, current and prior utility bills indicating mailing addresses, a signed 2015 Federal Tax return or 2015 Federal IRS Tax Return Transcript (including all schedules and W2/1099), 2017-2018 Standard Verification Worksheet, 2016,2017,2018 financial documents for the remaining parent (2016 Signed Tax Return, current pay stubs, etc.) .

☐ 4) A parent or student who received unemployment compensation or another type of untaxed income or benefit in 2015, 2016 2017 or 2018 and has completely lost that income or benefit in 2015, 2016, 2017 or 2018. 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:** Submit a signed 2015 Federal Tax return or 2015 Federal IRS Tax Return Transcript (including all schedules and W2/1099), 2016 Signed Tax Return, 2017-2018 Standard Verification Worksheet, Submit a statement from the appropriate agency, company or person making the benefit payments indicating when the benefits terminated.

☐ 5) One of the student's parents has died after the student has filed a FAFSA.

**Required documentation:** Submit a copy of the death certificate for the deceased parent, a signed 2015 Federal Tax return or 2015 Federal IRS Tax Return Transcript (including all schedules and W2/1099), 2016 Signed Federal Tax Return, 2017-2018 Standard Verification Worksheet, and 2016,2017,2018 financial documents for your surviving parent (current pay stub; social security statements, etc.).

**Student 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 certify that I/we have not knowingly or intentionally provided any fraudulent documentation. I/we understand that if I/we are found to have intentionally given false statements , this request will be denied and the student's eligibility of Federal financial aid will be jeopardized.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# 2017-2018 DEPENDENT STUDENT INCOME ADJUSTMENT WORKSHEET

## Income Adjustment Petition Letter Sample:

Full Name:  
CUNY EMPLID ID:  
Date:

Attention: Financial Aid Office

Dear Committee Members,

**The first sentences should clearly outline what you are requesting**, including all pertinent information regarding, date of job termination (s) and start/end of unemployment benefits (if applicable).

For Example: I am requesting a petition for an income adjustment due to....

**The body of the letter should include** how living expenses are met after job termination

For Example: I am currently supporting myself and living expenses through the support of...

Sincerely,

(Must Include Wet Signature)

## Additional Information and Resources:

**2017-2018 Dependent Standard Verification Worksheet:** is available to print on the Brooklyn College website: [www.brooklyn.cuny.edu](http://www.brooklyn.cuny.edu)> Current Students> Financial Aid> Resources and Forms> Forms.

**2015 IRS Tax Return Transcript** (required only if you have not successfully utilized the IRS Data Retrieval Tool on your online FAFSA or if you have amended your tax return): Order a Tax Return Transcript online at [www.irs.gov/individuals/get-transcript](http://www.irs.gov/individuals/get-transcript). You must provide a tax return transcript for yourself (if you filed and /or were required to file) and your spouse (if married).

**24/7 General Financial Aid Answers** with Brooklyn College Financial Aid TV: <http://www.brooklyn.cuny.edu/web/about/offices/financial/fatv.php>