

2021-2022 Loss of Income Form

Directions: This form can be used to report changes that have occurred since filing the 2021-2022 Free Application for Federal Student Aid (FAFSA).

How to Submit Form: Documents must be uploaded via the [Document Uploader](#).

STEP 1: ATTACH A LETTER OF EXPLANATION

- You must provide a detailed, typed, and signed letter supporting your request.
- Specify the date of the loss of income.

STEP 2: SUBMIT APPLICABLE TAX DOCUMENTS

NOTE: You may be asked to submit additional tax information upon request by our Financial Aid processor.

- Tax filers (both student and/or parents) must submit copy of 2019 IRS Tax Transcript, or signed Tax Returns, and all W2s.
- Non-tax-filers (both student and/or parents) must submit proof of income (i.e. 1099, W2, etc.) for 2019.

STEP 3: REASONS FOR REQUEST

Check the reason(s) for the loss of income and attach the required documentation indicated below. (Additional documentation may be requested)

Loss of Parent, Student or Spouse Income *(due to layoff, termination, or reduction of hours)*

- Submit documentation from former employer confirming loss of income, date of separation, and amount of severance pay.
- Submit copy of last pay stub from previous job showing year to date earnings.
- Submit copy of most recent pay stub from current job (if applicable).
- Submit a printout of the Texas (or applicable state) Workforce Commission Claim and Payment statement.

Loss of Unemployment Compensation or Workers' Compensation Benefits

- Submit a printout of the Texas (or applicable state) Workforce Commission Claim and Payment statement or
- Submit letter from Bureau of Workers' Compensation stating start/end dates and benefit amount.

Death of Parent or Spouse

- Submit copy of death certificate.

Divorce or Separation after FAFSA has been filed

- Submit legal separation papers, verification from attorney, or divorce decree.
- Submit documentation of any child support/alimony to be received per month.

A One-Time, Nonrecurring Income Received During 2019 Based on Financial Hardship

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

UTSA OFFICE USE ONLY:

