

2023-2024 Loss of Income Form

Directions: This form can be used to report changes that have occurred since filing the 2023-2024 Free Application for Federal Student Aid (FAFSA).

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

- **Fields to select on the Document Uploader:** Department: *Financial Aid & Scholarships*; Term: *2023-2024*; Category: *Special Circumstances Form*; Category 2: *Loss of Income*; Document: *Loss of Income*

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 2021 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 2021

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 2021 Based on Financial Hardship

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

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STEP 4: ACTUAL AND EXPECTED INCOME (SECTIONS A & B)

Section A: Federal Tax Return

Indicate if you, your parents, or spouse filed a 2021 Federal Tax Return: Indicate *did file*, *did not file*, or *NA* if not applicable.

Student Parent(s) Spouse

Section B: Complete Change of Income Chart

Do not leave any blanks; enter "0" where necessary.

Income Resources	Actual 2021 Gross Income	Estimated 2023 Gross Income
Income earned from work for father/stepfather (if dependent)		
Income earned from work for mother/stepmother (if dependent)		
Income earned from work for student		
Income earned from work by spouse of student (if applicable)		
Other taxable income (interest, pensions, unemployment, severance, etc)		
Other untaxable income (workers compensation, housing allowance, etc)		
Total:		

STEP 5: CERTIFICATION AND SIGNATURES

Certification Statement: Your signature on this document confirms your acknowledgment of the following:

- The information submitted for review is true and correct to the best of your knowledge.
- Providing false information may result in reduced eligibility, repayment of aid, or both.
- Underestimating the projected income could result in reduced eligibility, repayment of aid, or both in this year or next.
- You have read each section, provided the all required documentation from each step, and realize that more information may be required upon request.
- During peak seasons, processing times may be delayed.

Student Signature: _____ Phone or Email: _____ Date: _____

Spouse Signature: _____ Phone or Email: _____ Date: _____

Father/Stepfather Signature: _____ Phone or Email: _____ Date: _____

Mother/Stepmother Signature: _____ Phone or Email: _____ Date: _____

With a few exceptions, you are entitled on your request 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.

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