



**OFFICE OF FINANCIAL AID**

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**2019-2020 INCOME ADJUSTMENT APPEAL**

Submit this form to adjust the income reported on your 2019-2020 FAFSA®

Student Name	ECC ID #	Date

Briefly state why you are filing this appeal: \_\_\_\_\_

Please indicate below whose income changed and the date of the change: Check all that apply:

Student  Student's Spouse  Student's Mother  Student's Father Date income changed: \_\_\_\_\_

Check below the income that changed from 2017. Check all that apply:

Income changed as a result of item checked:		Required Documentation
<input type="checkbox"/>	Unemployment Benefits or reduced hours or wages 2018	2018 IRS Tax Transcript
<input type="checkbox"/>	Divorce, Separation or Death of spouse or parent	2018 IRS Tax Transcript and the Spouse or Parent's W2 Form for 2018. Copy of divorce decree or death certificate.
<input type="checkbox"/>	Retirement	2018 IRS Tax Transcript and verification of the amount from retirement.
<input type="checkbox"/>	Reduction or loss of support or untaxed income	Statement of Support: Download and complete this form from our website at <a href="http://www.essex.edu/fa/forms">www.essex.edu/fa/forms</a>
<input type="checkbox"/>	One-time Income (such as cash-in pension or IRA accounts etc.)	2018 IRS Tax Transcript and documentation to verify amount of the one-time income.
<input type="checkbox"/>	Other; specify:	Submit appropriate documentation with explanation

**NOTE: If you, spouse or parent did not file a 2018 Tax Transcript, please provide a signed letter from all employers on company stationary, which must indicate the following:**

- Hours worked; and
- Hourly rate; or
- The last paystub, which must contain the year-to-date earnings and the W2 Form for the income year
- The date employment began and ended, if no longer working at the company
- A letter from the agency to document untaxed income for welfare, social security, child support etc. received

**CERTIFICATION: Each person signing this form certifies that all of the information and documentation reported and submitted for this appeal is true, complete and correct. Full, complete signatures only.**

<b>Student Signature</b>	<b>Spouse Signature (if applicable)</b>	<b>Parent Signature (if applicable)</b>
<b>Date</b>	<b>Spouse Printed Name</b>	<b>Parent Printed Name</b>
	<b>Date</b>	<b>Date</b>

**FOR OFFICIAL USE ONLY**

**Appeal Decision:**  Approved  Appeal Denied  Adjustment will not change student's eligibility for aid

Comments: \_\_\_\_\_ FAO Signature: \_\_\_\_\_ Date: \_\_\_\_\_