

2009-2010 Income Reduction Professional Judgment Worksheet (Dependent)

STUDENT'S NAME: _____ SS# _____

Unusual Circumstances:

A parent incurred a reduction in income in 2008, or expects a reduction in income in 2009. **Please note that most adjustments will not be made until July 2009.**

Information Required:

Which parent(s) incurred the income reduction? (circle) Father/Mother
Father's expected gross earnings in 2009: \$ _____
Mother's expected gross earnings in 2009: \$ _____

Documentation Required: *(You must provide all of the documentation in section A or section B for your request to be complete.)*

Section A

- 1.) A personal statement describing your unusual circumstance
- 2.) If a one-time income disbursement was, or will be received, provide a letter from your parent's employer confirming the following:
 - the nature of the disbursement (bonus, stock option, overtime, moving expenses, severance pay, etc.)
 - the fact that it is a **one-time-only** or **non-recurring** disbursement
 - the amount and date of the disbursement
- 3.) A copy of your 2008 federal income tax return, as well as your parents'
- 4.) 2009-2010 Dependent Verification Worksheet

Section B

- 1.) If your parent incurred a salary reduction at his or her current job or lost a source of income from employment (second job, unpaid leave from a current job for medical reasons, etc.), include a letter from your parent's employer confirming everything listed below that pertains to your situation:
 - reason for salary reduction
 - current yearly salary
 - year-to-date income, most recent pay stub
 - expected 2009 earnings, and
 - date(s) of reduction in salary and amount of reduction in salary
- 2.) A copy of your 2008 federal income tax return, as well as your parents'
- 3.) 2009-10 Dependent Verification Worksheet

By signing this form, you certify that the information reported on this form is true and accurate to the best of your knowledge. The Office of Student Financial Aid reserves the right to request supporting documentation and to revise awards if necessary.

STUDENT'S SIGNATURE: _____ DATE: _____

PARENT'S SIGNATURE: _____ DATE: _____