2013-14 PARENT INCOME CHANGE FORM

STUDENT LAST_________________ FIRST ___________________ MI _______ ID ____________

If you/your spouse expect your income to be less than your 2012 year income, please complete this form. An income change may be the result of such circumstances as the loss of employment, a reduction in work hours, a disability or illness, separation, divorce, or family death. In all circumstances, you must explain in detail what change has occurred and the date when the change took place.

DOCUMENTS REQUIRED TO PROCESS INCOME CHANGE:
You must submit the following documents in order for us to process your income change.

1. Verification Worksheet - Parent
2. 2012 Federal Tax Transcript - Parent (must submit a paper copy)

Note: STUDENT MUST ALSO COMPLETE the Student Income Change process regardless of whether or not they had a change of income. These forms are available in their eFORMS library.

Parent/Step-Parent Income Information: Fill in ALL spaces. If no amount, enter zero. Incomplete forms will be returned.

MOTHER/STEP-MOTHER Income Earned from Work
- DO NOT include Unemployment Benefits

| Use either ACTUAL, EXPECTED, or PROJECTED amounts and include wages, salaries, and tips between: |
| $ | Jan 1, 2013 - May 31, 2013 (5 months) |
| $ | Jun 1, 2013 - Aug 31, 2013 (3 months) |
| $ | Sep 1, 2013 - Dec 31, 2013 (4 months) |
| $ | Jan 1, 2014 - May 31, 2014 (5 months) |

OTHER TAXABLE INCOME:

1. Have you and/or your spouse received Unemployment Benefits within the last year? Yes □ No □
   • If “Yes” - Submit proof of receipt of Unemployment Benefits (i.e. current check stub or last check stub) to the Financial Aid & Scholarships Office.
   • If “No” - Do you intend to apply for Unemployment Benefits? Yes □ No □
     ○ If “Yes” - Submit proof of application for Unemployment. Once you begin receiving Unemployment Benefits, submit proof of receipt (i.e. current check stub or last check stub) to the Financial Aid & Scholarships Office.

2. Do you and/or your spouse expect to receive any of the following? Yes □ No □
   • Interest on bank accounts and/or investments
   • Capital gains
   • Dividend Income
   • Alimony, taxed pensions or annuities
   • Income from business, rents, royalties, estates, trusts, partnerships, etc.
   • Any other taxable income
   □ If “Yes” - Specify what type of additional taxable income
Other Untaxable Income:

3. Do you or your spouse expect to receive any of the following?
   - State/Private Disability, SSDI  Yes  No
     - If “Yes” - How much do you project you will receive during Jan 1, 2013 – Dec 31, 2013: $_____
       How much do you project you will receive during Jun 1, 2013 – May 31, 2014: $_____
   - Child Support  Yes  No
     - If “Yes” - How much do you project you will receive during Jan 1, 2013 – Dec 31, 2013: $_____
       How much do you project you will receive during Jun 1, 2013 – May 31, 2014: $_____
   - Worker’s Compensation  Yes  No
     - If “Yes” - How much do you project you will receive during Jan 1, 2013 – Dec 31, 2013: $_____
       How much do you project you will receive during Jun 1, 2013 – May 31, 2014: $_____
   - Non-Educational Veterans Benefits  Yes  No
     - If “Yes” - How much do you project you will receive during Jan 1, 2013 – Dec 31, 2013: $_____
       How much do you project you will receive during Jun 1, 2013 – May 31, 2014: $_____
   - Retirement or Pension benefits  Yes  No
     - If “Yes” - How much do you project you will receive during Jan 1, 2013 – Dec 31, 2013: $_____
       How much do you project you will receive during Jun 1, 2013 – May 31, 2014: $_____
   - Any other untaxable income  Yes  No
     - If “Yes” - Specify what type of additional untaxable income ___________________________
       How much do you project you will receive during Jan 1, 2013 – Dec 31, 2013: $_____
       How much do you project you will receive during Jun 1, 2013 – May 31, 2014: $_____

What date did the change in income occur? ___/___/20___ (Month and Year are acceptable)

Parent - Explain in detail the reason for the income change:

Note: You may be asked to document changed circumstances.

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

How are you (the parent) currently supporting yourself?

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

NOTE: Additional processing time will be necessary if changes affect student eligibility.

CERTIFICATION: I certify that all information reported on this statement is true and complete, to the best of my knowledge. At least one parent must sign.

Mother/Step-Mother Name (Please print) __________________________

Signature __________________________ Date __________

Father/Step-Father Name (Please print) __________________________

Signature __________________________ Date __________

Telephone Number __________________________ Best time to call __________________

Email __________________________________________________________