



Student Name: _____
 Sac State ID: _____

Aid Year 2021

2020-2021 Loss of Income Documentation Request Form

2020-2020 Deadlines
Attending Fall 2020 Only: November 13, 2020
Attending Academic Year / Spring 2021: March 5, 2021

The Financial Aid & Scholarships Office received a Loss of Income Appeal for yourself, spouse (if married) or parent (if dependent). To review the Loss of Income Appeal, the person(s) who reported a loss must submit documentation to verify the reason(s) selected on the Appeal.

Attach all appeal documentation to this documentation request form and upload documents. A decision to approve or deny a dependency override is made by the Financial Aid & Scholarships Office at Sacramento State and not by the U.S. Department of Education.

If the loss of income occurred in 2019, attach the following:

1. Income Documentation (if applicable):
 - Signed 2019 Federal Return with schedules (if filed)
 - All 2019 W2's (for you and your spouse (if married))
 - Income statements (i.e., EDD, Social Security, retirement benefits, etc.)
 - Federal benefit statement (i.e., TANF, SNAP, Medicaid/SSI, Free School Lunch)
2. Reason for Loss Documentation
 - Separation/loss of employment in 2019- Letter of separation from employer(s), including last day worked;
 - Divorce or Marital Separation - Documentation of dissolution of marriage or separation from spouse – to separate 2018 income – provide copies of signed 2018 federal return with schedules and ALL 2018 W2s
 - Death of Spouse - Copy of death certificate, obituary, funeral service brochure
 - Ending of Taxable or Untaxed Benefit received in 2018 reported financial aid application - Letter from agency verifying ending of benefit. Letter must indicate name of recipient.
 - One-Time Lump Sum Distribution - A signed 2018 federal tax return with an itemized statement on how distributions were spent (if any) during the 2018 tax year.

If the loss of income occurred in 2020, attach the following:

1. Income Documentation (if applicable):
 - Paystubs for the last 3 months
 - Income statements (i.e., EDD, Social Security, retirement benefits, etc.)
 - Federal benefit statement (i.e., TANF, SNAP, Medicaid/SSI, Free School Lunch)
 - If submitting Loss of Income after January 1, 2021, a signed Federal Tax Return may be required
2. Reason for Loss Documentation
 - Separation/loss of employment in 2020 - Letter of separation from employer(s), including last day worked;
 - Divorce or Marital Separation - Documentation of dissolution of marriage or separation from spouse – to separate 2018 income - provide copies of signed 2018 federal return with schedules and ALL 2018 W2s
 - Death of Spouse - Copy of death certificate, obituary, funeral service brochure
 - Ending of Taxable or Untaxed Benefit received in 2018 reported financial aid application - Letter from agency verifying ending of benefit. Letter must indicate name of recipient.
 - One-Time Lump Sum Distribution- A signed 2018 federal tax return with an itemized statement on how distributions were spent (if any) during the 2018 tax year.

Once completed upload financial aid documents at
<https://onbase.csus.edu/unity/forms/faupload.aspx>