



Student Name: _____
 Sac State ID: _____

Aid Year 2022

2021-2022 Loss of Income Documentation Request Form

2021-2022 Deadlines
Attending Fall 2021 Only: November 12, 2021
Attending Academic Year / Spring 2022: March 4, 2022

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 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 2020, attach the following:

Submit the following documentation for you and your spouse (if married)

- All 2020 W2s and other tax documents (i.e., 1099-R, etc.)
- Signed 2020 Federal Tax Return and all schedules (if applicable)
- If divorced or separated in 2020: Submit a copy of dissolution of marriage or separation **AND** all 2020 W2s and other tax documents for you and your spouse, including your signed 2020 Federal Tax Return and schedules (if applicable)
- Federal benefit document verifying benefits (i.e., TANF, SNAP, Medicaid/SSI, Free School Lunch, WIC) received
- All 2020 income documents/letters (i.e., EDD claim letter, Social Security benefits, retirement benefits, etc.)

If the loss of income occurred in 2021, attach the following:

Submit the following documentation for **ALL** employers worked for in 2021, for you and your spouse (if married)

- Paystubs for the lasts 3 months from all employers
 - Reduction of work hours: Provide a letter from employer on company letter head, indicating new hours, when change became effective and if applicable, change to hourly rate
- For separation (loss of employment): Provide a letter from the employer, on company letterhead, with last day worked. Submit with last paystub received that includes earnings through last day worked;
- If divorced or separated in 2021: Submit a copy of dissolution of marriage or separation **AND** all 2021 W2s and other tax documents for you and your spouse, including your signed 2021 Federal Tax Return and schedules (if applicable)
- Federal benefit document verifying benefits (i.e., TANF, SNAP, Medicaid/SSI, Free School Lunch, WIC) received
- All 2021 income documents/letters (i.e., EDD claim letter, Social Security benefits, retirement benefits, etc.)

If submitting Loss of Income Appeal or documentation after December 1, 2021, a signed 2021 Federal Tax Return will be required (if applicable), 2021 W2s and/or other 2021 income documents to verify total income earned/received in 2021.

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