



California State University, Sacramento  
 Student Service Center  
 Financial Aid and Scholarships Office  
 Lassen Hall  
 6000 J Street, Sacramento, CA 95819-6044  
 Phone: (916) 278-1000

Print  
 Student Name: \_\_\_\_\_  
 Sac State ID #: \_\_\_\_\_

**2024-2025 LOSS OF INCOME FOR PARENT (Dependent Student)**

Financial aid for the 2024-2025 academic year is based on the total 2022 income reported on the Financial Aid Application. If your family has special circumstances resulting financial situation has changed and the conditions qualify, you may file an appeal.

**2024-2025 Deadlines**  
**Attending Fall 2024 only:** November 8, 2024  
**Attending Academic year/ Spring 2025:** March 7, 2025

**STEP 1: Parent - Select the parent that has a loss of income and provide name). Provide the name of the parent that has a loss of income.**

Parent 1: \_\_\_\_\_ Parent 2: \_\_\_\_\_

**STEP 2:** What semester will your student be attending?    Fall 2024 only    Spring 2025 only    Fall & Spring

**STEP 3:** Check the tax year that the loss of income occurred in below. **Select only one option.** If are married, both parents must provide income documentation for tax year selected.

**2023 TAX YEAR-**You selected the 2023 tax year. Submit the following documentation for you and your spouse (if married):

- ✓ All 2023 W2s and other tax documents (i.e., 1099-R, etc.)
- ✓ Signed 2023 Federal Tax Return and all schedules (if applicable)
- ✓ If divorced or separated in 2023: Submit a copy of dissolution of marriage or separation **AND** all 2023 W2s and other tax documents for you and your spouse, including your signed 2023 Federal Tax Return and schedules/forms (if applicable)
- ✓ Federal benefit document verifying benefits (i.e., TANF, SNAP, Medicaid/SSI, Free School Lunch, WIC) received
- ✓ All 2023 income documents/letters (i.e., EDD claim letter, Social Security benefits, retirement benefits, etc.)

**2024 TAX YEAR-**You selected the 2024 tax year. Submit the following documentation for ALL employers worked for in 2024, for you and your spouse (if married)

- ✓ Paystubs for the lasts 3 months from all employers  
 \* For 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 2024: Submit a copy of dissolution of marriage or separation **AND** all 2024 W2s and other tax documents for you and your spouse, including your signed 2024 Federal Tax Return and schedules (if applicable)
- ✓ Federal benefit document verifying benefits (i.e., TANF, SNAP, Medicaid/SSI, Free School Lunch, WIC) received
- ✓ All 2024 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, 2024, a signed 2024 Federal Tax Return will be required (if applicable), 2024 W2s and/or other 2024 income documents to verify total income earned/received in 2024.

**CERTIFICATION**

By signing below, you certify that all the information on this form is complete and accurate. You must promptly report any corrections, changes, or updates to the Financial Aid & Scholarships Office if/when they occur after this form is submitted.

Parent signature: \_\_\_\_\_ Date: \_\_\_\_\_