



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

Aid Year 2025

**2024-2025 Loss of Income Documentation Request Form**

**2024-2025 Deadlines**

**Attending Fall 2024 only:** November 8, 2024

**Attending Academic year/ Spring 2025:** March 7, 2025

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.

\_\_\_ **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(s) 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 (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 or 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(s) will be required (if applicable), 2024 W2s and/or other 2024 income documents to verify total income earned/received in 2024