



**REDUCTION IN INCOME - Complete only if the change occurred during 2017, 2018 or 2019 and your 2019 income will be significantly less than in 2017 and/or 2018**

- Unemployment or change in employment Date of employment change \_\_\_\_\_  
Please attach a copy of your layoff or termination notice from your employer, as well as your last pay stub. This letter should include verification of your last date of employment and be on company letterhead. Please also attach a copy of any unemployment benefit determination. Please also complete the grid below. Resignations will not be considered unless you resigned in order to attend school full-time. Also, loss of overtime income cannot be considered.
- Death of spouse or parent Date of death \_\_\_\_\_  
Please attach a letter noting the date, place and cause of death, and complete the grid below.
- Disability of student, spouse or parent Date of disability \_\_\_\_\_  
Please attach a copy of your disability claim and a note from your doctor. This should include your last date of employment. Also attach a letter from your employer verifying your last date of employment on company letterhead. Please also complete the grid below.

**FOR PARENTS OF DEPENDENT STUDENTS ONLY:**

- Divorce or Separation (if it occurred after filing the 2019-2020 FAFSA)  
Date of Divorce \_\_\_\_\_ Date of Separation \_\_\_\_\_  
Please attach copies of court documents and complete the grid below. Include information of the custodial parent only.

Anticipated 2019 Income (1/1/2019 – 12/31/2020)	Father	Mother	Student	Spouse
WAGES, SALARIES, TIPS (including severance pay, disability payments and any other income earned from work)				
OTHER TAXABLE INCOME (including unemployment benefits, interest income, IRA deductions, Social Security benefits, etc.) Be sure to use your 2018 federal income tax return as a reference.				
CHILD SUPPORT RECEIVED				
OTHER UNTAXED INCOME — Please list sources:				

**B. REQUIRED DOCUMENTS**

Please remember that you must submit all of the following information along with this form:

- 2017 and 2018 IRS tax return transcript for you, your spouse, and your parents (for dependent students).**  
To obtain an IRS tax return transcript, go to [www.irs.gov](http://www.irs.gov) and select "Get Your Tax Record" or call 1-800-908-9946. Make sure to request the **2017 IRS Tax Return Transcript** and **NOT** the IRS tax account transcript. It normally takes within 2-3 weeks for IRS income information to be available for electronic IRS tax return filers, and 6-8 weeks for paper IRS tax return filers. If you did not file taxes, you need to order a **2017 IRS Verification of Non-Filing Letter** for each person, for each year they did not file.
- Copies of all of your and your spouse's and your parents' (for dependent students) 2017 and 2018 W-2 and/or 1099 forms.**
- Completed 2019-2020 Dependent or Independent Verification Worksheet, which can be printed from our website, [www.holyfamily.edu/finaid/forms](http://www.holyfamily.edu/finaid/forms) (choose 2019-2020).**
- Copy of required additional documentation for each section of this form that you completed.**

**C. CERTIFICATION**

I certify under penalty of perjury that the information provided on this form and attached is true and correct to the best of my knowledge.

PARENT SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

STUDENT SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

RETURN COMPLETED FORM AND REQUIRED DOCUMENTATION TO THE ADDRESS OR FAX NUMBER ON THE FRONT/FIRST PAGE OF THIS FORM. CONTACT US AT THE PHONE NUMBER OR EMAIL ADDRESS ON THE FRONT OF THIS FORM WITH ANY QUESTIONS THAT YOU MIGHT HAVE.