MERCYHURST UNIVERSITY

2013-2014 Reduction of Income Form
Independent Student

_____ _____

Student's Name (Please print) Student ID Number

If your (and/or your spouse's) 2013 income has been **significantly** reduced from what you reported on the FAFSA, please complete this form and provide a written explanation detailing ALL reasons why your, or your spouse's, 2013 income is SIGNIFICANTLY different than 2012 income. Please attach your (and your spouse's) *signed and dated* 2012 federal tax forms. This appeal cannot be processed without all supporting documentation attached. **You are required to notify Mercyhurst University immediately of any increase in your initial 2013 income estimate after submitting this form.**

If you have questions regarding this form, please contact SFS at 814-824-2288. If you are unable to estimate the total income your family will receive from January 1, 2013 until December 31, 2013 at this time, keep this form until you can provide an accurate estimate.

This information will be used to determine your eligibility for a Pell Grant or an increase to a Pell Grant. Submission of this form in no way guarantees a change to your award.

Please allow 3-4 weeks processing time.

Please review the sections below, indicate which reason(s) your 2013 income will be reduced and the date the situation occurred. Please attach the required documentation with your form. You are also required to provide updated income information on the reverse side of this form. If faxing your documentation, please be sure to fax both sides of this form.

☐ **Death of Spouse** (death must have occurred on or after January 1, 2013). Please provide a copy of death certificate.
Date: _____

☐ **Permanent and total disability** for you or spouse, if married. Must have occurred on or after January 1, 2013. Please provide proof of disability from certifying agency.
Date: _____

☐ **Unemployment.** You (or spouse, if married) have been unemployed for at least two full months or have experienced a changed in employment status which will resulted in an income reduction on or after January 1, 2013. Please provide termination notice and/or statement of unemployment benefits.
Date: _____

☐ **Divorced.** Please provide copy of divorce agreement.
Date:_____

☐ **Untaxed income has ceased or been reduced**. Provide documentation from agency.
Date:_____

On the reverse side of this page, please complete both Taxed and Untaxed sections with income information (prior to exemptions, adjustments, or deductions) you expect to receive from January 1, 2013 through December 31, 2013. Social Security benefits and railroad retirement benefits are considered untaxed income for purposes of this form and should be included in the Untaxed section.
IF any line item does not apply, please enter zeros.

TOTAL 2013 GROSS TAXED INCOME	**Your Yearly Income**	**Spouse's Yearly Income**
1. Wages, salaries, tips	$_____	$_____
2. Severance pay	$_____	$_____
3. Pensions, annuities and/or IRA distributions	$_____	$_____
4. Interest and dividend income	$_____	$_____
5. Business or farm income	$_____	$_____
6. Capital gains	$_____	$_____
7. Income received from rents after expenses paid for mortgage interest, taxes, and insurance	$_____	$_____
8. Alimony which will be received	$_____	$_____
9. Unemployment compensation (State and/or SUB)	$_____	$_____
10. Any other taxed income	$_____	$_____
Total 2013 Gross Taxed Income	$_____	$_____

H. **TOTAL 2013 UNTAXED INCOME**	**Your Yearly Income**	**Spouse's Yearly Income**
1. Any contributions to tax-deferred pension and savings plans (paid directly or withheld from earnings). Include untaxed portion of 401(K) and 403(b) plans.	$_____	$_____
2. Social Security benefits (SSI or disability) received by the parents plus the benefits received for the student and other children	$_____	$_____
3. Retirement or disability benefits	$_____	$_____
4. Workers' compensation	$_____	$_____
5. Welfare benefits, including TANF (excluding food stamps or subsidized housing)	$_____	$_____
6. Untaxed portion of pensions	$_____	$_____
7. Housing, food, and other living allowances for clergy, military, and others (include cash payments or cash value of benefits).	$_____	$_____
8. Child support or maintenance payments which will be received for the student and ALL other children (exclude foster care or adoption payments). (Include cash support or money paid on student's behalf from noncustodial parent.)	$_____	$_____
9. Veterans' non-education benefits, and VA educational work-study allowances	$_____	$_____
10. Railroad retirement benefits	$_____	$_____
11. Earned Income Credit	$_____	$_____
12. **Any other untaxed income and benefits** not reported elsewhere.	$_____	$_____
Total 2013 Untaxed Income	$_____	$_____

_____ _____
Signature of Student Date

_____ _____
Signature of Spouse Date