

CHANGE IN CIRCUMSTANCES FORM – INDEPENDENT STUDENT

Student Name _____

UIN _____

Mailing Address _____

Street _____

City _____

State _____

Zip _____

Home Phone _____

Work Phone _____

Instructions: This form should be completed **AFTER** a Free Application for Federal Student Aid (FAFSA) form has been submitted, **AND** there has been a change in your family circumstances which has caused a significant decrease in your 2010 taxable or nontaxable income. **This form must be accompanied by a Federal Verification Worksheet, a SIGNED copy of your 2009 tax return and all 2009 W2 forms.**

Student: If you or your spouse have experienced a change in circumstances, you should complete parts I, II, & III of this form and return it with the required documentation to our office.

PART I: Check the condition below, which applies to you, and provide all requested information, then continue to Part II of this form.

___ **A.** You or your spouse worked full-time in 2009 and has been unemployed during 2010. Indicate whose income was affected: ___ student or ___ spouse. Dates of unemployment from ___/___/10 to ___/___/10, and the reason for unemployment. _____

Attach documentation from employer indicating the last day of employment and total earnings for 2010.

Did you or your spouse file for unemployment benefits?

___ **YES: You must attach a statement from the Unemployment Compensation Office showing amount of unemployment benefits received/to be received in 2010.**

___ **NO: Explain why not:** _____

___ **B.** You or your spouse received untaxed income or benefits (i.e., unemployment compensation, social security, AFDC, etc.) in 2009, but has completely lost that income or benefit in 2010. Indicate whether ___ student, or ___ spouse, termination date ___/___/10, source of benefit: _____, and the reason for the loss of benefit _____.

You must attach a statement from the agency providing the total amount of benefits to be received in 2010.

___ **C.** You or your spouse experienced or will experience a reduction in income of at least **25%** in 2010 which does not meet either of the above conditions. Whose income was reduced? ___ student, ___ spouse. **Explain** _____

___ **D.** You and your spouse separated or divorced after the FAFSA was submitted. Indicate the date of separation or divorce ___/___/10. You must attach the appropriate supporting documentation (i.e. divorce decree, letters from lawyer or minister.)

Provide the following asset information about yourself:

	Current Market Value	Amount Owed
Savings	\$ _____	\$ _____
Real estate/investments(excluding home)	\$ _____	\$ _____
Business	\$ _____	\$ _____

___ **E.** Your spouse died after the FAFSA was submitted. **You must attach a copy of the appropriate documentation (i.e. death certificate) and provide information regarding your 2010 income.**

PART II: Projected Student Income

___ **A. Student's Household Information**

1. Current marital status ___ Unmarried (single, divorced, widowed) ___ Married ___ Separated
2. State of Legal Residence _____
3. Number of family members in 2010-2011. Include yourself, your spouse, any of your children who get more than half of their support from you, and others who now live with you and currently receive and will continue to receive more than half of their support from you. _____
4. How many of #3 above will be in college at least half time during 2010-2011 including yourself? _____

___ **B. Actual and estimated 2010 Calendar Year Taxable and Non-Taxable Income and Current Assets**
 (If an item does not apply, write in zero.)

Note: If filing this form due to separation, divorce, or death of a parent, include only the income of the parent with whom you are living.

	Actual Jan 1 – Today, 2010		Actual Today – Dec 31, 2010		Estimated Total
Taxable Income:					
1. Income earned from work-Student	\$ _____	+	\$ _____	=	\$ _____
2. Income earned from work-Spouse	\$ _____	+	\$ _____	=	\$ _____
3. Unemployment Compensation	\$ _____	+	\$ _____	=	\$ _____
4. Other Taxable Income-specify sources	\$ _____	+	\$ _____	=	\$ _____
_____	\$ _____	+	\$ _____	=	\$ _____
_____	\$ _____	+	\$ _____	=	\$ _____
Untaxed Income:					
5. Social Security Benefits	\$ _____	+	\$ _____	=	\$ _____
6. Aid to Families with Dependent Children	\$ _____	+	\$ _____	=	\$ _____
7. Child Support Received (12 months)	\$ _____	+	\$ _____	=	\$ _____
8. Tax Deductible Payments to IRA/Keogh	\$ _____	+	\$ _____	=	\$ _____
9. Other Untaxed Income and Benefits	\$ _____	+	\$ _____	=	\$ _____
Specify Sources	\$ _____	+	\$ _____	=	\$ _____
_____	\$ _____	+	\$ _____	=	\$ _____
_____	\$ _____	+	\$ _____	=	\$ _____

***INCLUDE:** Welfare benefits, workman's compensation, VA non-educational benefits, housing, food and other living allowances, cash or any money paid on your behalf, payments to tax deferred pension and savings plans, untaxed portions of 401(K) and 403(B) plans. **DO NOT INCLUDE:** AFDC, ADC, rent subsidies for low-income housing or food stamps.

PART III: Student (and Parent) Certification:

"All of the information on this form is true to the best of my/our knowledge and I/we have attached the appropriate supporting documentation."

Printed Student Name

Student Signature

Date

Printed Spouse Name

Spouse Signature

Date



2010-2011 Verification Worksheet

Federal Student Aid Programs

FORM APPROVED
OMB NO. 1845-0041

Your application was selected for review in a process called "Verification." In this process, your school will be comparing information from your application with signed copies of your (and your spouse's, if you are married) 2009 Federal tax forms, or with W-2 forms or other financial documents. The law says we have the right to ask you for this information before awarding Federal aid. If there are differences between your application information and your financial documents, you or your school may need to make corrections electronically or by using your Student Aid Report (SAR).

Complete this verification form and submit it to your financial aid administrator as soon as possible, so that your financial aid won't be delayed. Your financial aid administrator will help you.

What you should do

1. Collect your (and your spouse's) financial documents (signed Federal income tax forms, W-2 forms, etc.).
2. Talk to your financial aid administrator if you have questions about completing this worksheet.
3. Complete and sign the worksheet.
4. Submit the completed worksheet, tax forms, and any other documents your school requests to your financial aid administrator.
5. Your financial aid administrator will compare information on this worksheet and any supporting documents with the information you submitted on your application. You or your school may need to make corrections electronically or by using your SAR.

A. Student Information

Last name	First name	M.I.	University ID Number
Address (include apt. no.)			Date of birth
City	State	ZIP Code	Phone number (include area code)

B. Family Information

List the people in your household, including:

- yourself, and your spouse if you have one, and
- your children, if you will provide more than half of their support from July 1, 2010 through June 30, 2011, even if they do not live with you, and;
- other people if they now live with you, and you provide more than half of their support and will continue to provide more than half of their support from July 1, 2010 through June 30, 2011.

Write the names of all household members in the space(s) below. Also write in the name of the college for any household member, excluding your parent(s), who will be attending at least half time between July 1, 2010 and June 30, 2011, and will be enrolled in a degree, diploma, or certificate program. If you need more space, attach a separate page.

Full Name	Age	Relationship	College
<i>Martha Jones</i> (example)	<i>24</i>	<i>Wife</i>	<i>City University</i>
		Self	Florida Gulf Coast University

C. Student's Tax Forms and Income Information (all applicants)

Independent

1. Check only one box below. Tax returns include the 2009 IRS Form 1040, 1040A, 1040EZ, a tax return from Puerto Rico or a foreign income tax return. If you did not keep a copy of your tax return, request a copy from your tax preparer or request an Internal Revenue Service form that lists tax account information.

- Check here if you are attaching a signed copy of your tax return.
- Check here if a signed tax return will be submitted to the school by _____(date).
- Check here if you will not file and are not required to file a 2009 U.S. Income Tax Return.

2. Funds received for child support and other untaxed income. (See Question 45 of the Free Application for Federal Student Aid (FAFSA).)

Sources of Untaxed Income	2009 Amount	Sources of Untaxed Income	2009 Amount
a. Child Support	\$	d.	\$
b. Workman's Compensation	\$	e.	\$
c. Untaxed Pensions	\$	f.	\$

3. If you did not file and are not required to file a 2009 Federal income tax return, list below your employer(s) and any income received in 2009 (use the W-2 form or other earnings statements if available).

Sources	2009 Income
	\$
	\$
	\$

D. Spouse's Tax Forms and Income Information (if student is married)

1. Check only one box below. Tax returns include the 2009 IRS Form 1040, 1040A, 1040EZ, a tax return from Puerto Rico or a foreign income tax return. If your spouse did not keep a copy of the tax return, request a copy from the tax preparer or request an Internal Revenue Service form that lists tax account information.

- Check here if you are attaching a signed copy of your and your spouse's joint tax return.
- Check here and attach spouse's signed tax return if your spouse filed a separate return.
- Check here if a signed spouse's tax return will be submitted to the school by _____(date).
- Check here if your spouse will not file and is not required to file a 2009 U.S. Income Tax Return.

2. Funds received for child support and other untaxed income. (See Question 45 of the FAFSA.)

Sources of Untaxed Income	2009 Amount	Sources of Untaxed Income	2009 Amount
a. Child Support	\$	d.	\$
b. Workman's Compensation	\$	e.	\$
c. Untaxed Pensions	\$	f.	\$

3. If your spouse did not file and is not required to file a 2009 Federal income tax return, list below your spouse's employer(s) and any income received in 2009 (use the W-2 form or other earnings statements if available).

Sources	2009 Income
	\$
	\$
	\$

E. Sign this Worksheet

Each person signing this form certifies that all the information reported on it is complete and correct. If married, spouse's signature is optional.

WARNING: If you purposely give false or misleading information on this worksheet, you may be fined, be sentenced to jail, or both.

Student Date

Spouse Date

Do not mail this worksheet to the Department of Education. Submit this worksheet to your Financial Aid Administrator at your school. Don't forget to sign your tax forms.