

**2019-2020 INCOME ADJUSTMENT FORM**

Kingsborough Community College (KBCC) recognizes that special circumstances may occur after the Free Application for Federal Student Aid (FAFSA) was completed, which may affect a student's eligibility for Federal financial aid. If you, your spouse or parent(s) have experienced a significant decrease in income since 2017 due to one of the conditions described on this form, you may be eligible for an Income Adjustment. Please complete **Sections A** of this form and submit it to our Office with the required documents as indicated for each category.

**All requests for an Income Adjustments MUST be submitted with the Tax Return Transcript(s) of the Student and/or parent(s) & W2(s.)**

Last Name

First Name

EMPLID #

***This form is being completed based on (a) special circumstance(s) experienced by the:***

- Student       Parent(s)

**Section A.** Please review the selections below and check the box/es that apply/ies to you.

Check Reason	Required Documents
<p><i>Loss or reduction of Income</i></p> <p><input type="checkbox"/></p>	<ul style="list-style-type: none"> <li>▪ 2019-2020 Income Adjustment Form.</li> <li>▪ Copy of 2017 Tax Return Transcript and W2s for student/spouse and/or parent(s.)</li> <li>▪ Copy of last paystub(s) from former employer(s) and current employer if applicable.</li> <li>▪ Detailed statement explaining your circumstances.</li> <li>▪ Termination letter from former employer.</li> <li>▪ Copy of unemployment compensation Letter.</li> <li>▪ Copy of DD214 if appeal is due to discharge from active military duty</li> </ul>
<p><i>Disability</i></p> <p><input type="checkbox"/></p>	<ul style="list-style-type: none"> <li>▪ 2019-2020 Income Adjustment Form.</li> <li>▪ Detailed statement explaining your circumstances.</li> <li>▪ Copy of 2017 Tax Return Transcript and W2s for student/spouse and/or parent(s.)</li> <li>▪ Proof of Disability Compensation</li> </ul>
<p><i>Loss of Untaxed Income (SSI, Child Support etc.)</i></p> <p><input type="checkbox"/></p>	<ul style="list-style-type: none"> <li>▪ 2019-2020 Income Adjustment Form.</li> <li>▪ Detailed statement explaining your circumstances.</li> <li>▪ Documentation from the agency reflecting the monthly amount along with the termination date.</li> </ul>

<p><i>Divorce/Separation</i></p> <p><input type="checkbox"/></p>	<ul style="list-style-type: none"> <li>▪ 2019-2020 Income Adjustment Form.</li> <li>▪ Detailed statement explaining your circumstances.</li> <li>▪ Divorce/separation occurred after FAFSA was completed (submit divorce decree, proof of legal separation or separate households.)</li> <li>▪ Copy of 2017 Tax Return Transcript and W2s for student/spouse and/or parent(s.)</li> </ul> <p>*** NOTE: In the case of separation, proof of separate residence is required. At least two (2) Utility billing statements for each person must be submitted to complete this review or a copy of two separate leases.</p>
<p><i>Death</i></p> <p><input type="checkbox"/></p>	<ul style="list-style-type: none"> <li>▪ 2019-2020 Income Adjustment Form.</li> <li>▪ Detailed statement explaining your circumstances.</li> <li>▪ Copy of 2017 Tax Return Transcript and W2s for student/spouse and/or parent(s.)</li> <li>▪ Death certificate</li> </ul>
<p><i>Excessive medical/dental expenses</i></p> <p><input type="checkbox"/></p>	<ul style="list-style-type: none"> <li>▪ 2019-2020 Income Adjustment Form.</li> <li>▪ Detailed statement explaining your circumstances.</li> <li>▪ Copy of 2017 Tax Return Transcript and W2s for student/spouse and/or parent(s.)</li> <li>▪ Copy of the Schedule A from original Tax Return(s.)</li> </ul> <p>*** NOTE: Excessive medical and/or dental expenses should have been claimed on your 2017 Tax Return Transcript (s.) In the event this was not possible, attach billing statements, receipts, etc.</p>
<p><i>Excessive Property loss/damaged due to a declared natural disaster</i></p> <p><input type="checkbox"/></p>	<ul style="list-style-type: none"> <li>▪ 2019-2020 Income Adjustment Form.</li> <li>▪ Detailed statement explaining your circumstances.</li> <li>▪ Copy of 2017 Tax Return Transcript and W2s for student/spouse and/or parent(s.)</li> <li>▪ Insurance claim forms and/or FEMA applications and any other relevant documents.</li> </ul>
<p><i>Roth IRA Conversion</i></p> <p><input type="checkbox"/></p>	<ul style="list-style-type: none"> <li>▪ 2019-2020 Income Adjustment Form.</li> <li>▪ Detailed statement explaining your circumstances.</li> <li>▪ Copy of 2017 Tax Return Transcript and W2s for student/spouse and/or parent(s.)</li> <li>▪ Proof of payment and an itemized statement showing funds usage. (Receipts, cancelled checks, etc.)</li> <li>▪ Documentation reflecting the source of the income.</li> </ul> <p>*** NOTE: Only apply for this adjustment if you converted a traditional IRA into a Roth IRA.</p>
<p><i>Other</i></p> <p><input type="checkbox"/></p>	<ul style="list-style-type: none"> <li>▪ 2019-2020 Income Adjustment Form.</li> <li>▪ Detailed statement explaining your circumstances and supporting documents.</li> </ul>

**Certification and Signature(s)**

*By signing this form, you certify that all of the information you provided is true and complete to the best of your knowledge and you agree, if asked, to provide information that will verify the accuracy of your completed form.*

Student's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Parent's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

