

## PROFESSIONAL JUDGEMENT INCOME ADJUSTMENT INFORMATION SHEET

1. **If your household earnings have changed since the tax year used on the FAFSA,** you must submit a signed letter explaining the changes to your income. Please supply your new income information for the most recent tax year or the past 12 months. Please explain the nature of your income change (job loss, job change, disability, etc.) and state the date the change occurred. Please detail all income received (wages, self-employment, unemployment, disability, etc.) and provide documentation for all sources of income (most recent paystub, W-2s, 1099s, unemployment statement, etc.). Please state in your letter the specific amount of income received from each source. In addition, please estimate your income for the current calendar year. Note: If the change is or may be temporary (such as being unemployed), the committee reviewing your request may ask you to reapply after more time has passed.
  
2. **If your household income has changed due to unusual circumstances NOT related to earnings** (such as unreimbursed medical expenses, separation/divorce or death in the family) please submit a letter explaining the circumstances and the impact on the total household income for the tax year used on the FAFSA, the most recent tax year or the past 12 months. Please submit any relevant documentation (Explanation of Benefit forms from your insurance company, proof of separate addresses/divorce decrees, death certificates). For separation/divorce or death in the family, please submit relevant income documentation (paystubs, W-2s, etc.). If a joint tax return was filed, please submit a signed copy from the most recent tax year. Please note: medical expenses that are reimbursed by insurance are not considered to affect household income.