

2021-2022 Special Circumstance Review: *REDUCED INCOME*

Complete this form if you or a parent has lost employment or is re-employed at a lesser income. You should also complete this form if one parent is now supporting the household due to divorce or separation or a wage earner has died since your FAFSA was filed.

Student name _____

ID # _____ Phone _____

Email _____

Parent name(s) _____

Parent email _____

Parent phone (day) _____ (evening) _____

Address _____
Street City State Zip

Is the special circumstance request due to COVID-19? ___ Yes ___ No

In order to be eligible for a special circumstance review due to reduced income, you must complete all of the following steps:

- **Wait ...** Please wait 10 weeks from the loss or change of employment before submitting this request (this allows you time to gather an accurate estimate of income based on your new circumstances or secure new employment).
- **Describe** the situation that caused the reduction in income (you may use the space below or attach additional sheets if necessary).
- **Complete** the 2021-2022 Estimated Income Worksheet (see reverse for instructions).
- **Document** earned income by submitting W-2s and end-of-period pay stubs. Submit a letter from employer if terminated, legal paperwork in the case of separation or divorce, or a death certificate if a parent or spouse has died.
- **Submit** the completed Verification Worksheet found at: www.wartburg.edu/financial-aid-policies with copies of student and parent IRS Tax Return Transcript if you have not already done so. (If submitting your review request after Jan. 1, 2021, please also submit 2020 IRS Tax Return Transcript for student and parent. Copies of tax returns cannot be accepted.
- **Mail or Fax** this special circumstance form with documentation to the Financial Aid Office.

CERTIFICATION

I/we affirm that all data elements contained on this form, the accompanying worksheet, and any accompanying documentation are true and complete to the best of my/our knowledge. Upon request I/we will provide additional documentation to substantiate the information provided.

Student _____ Date _____

Parent _____ Date _____

PLEASE ALLOW 2-3 WEEKS FOR PROCESSING.

Other unusual circumstances?

*** See other special circumstance options at www.wartburg.edu/financial-aid-policies ***

Wartburg College

Financial Aid Office

100 Wartburg Blvd.

P.O. Box 1003

Waverly, IA 50677-0903

319-352-8262 or

1-800-772-2085, ext. 8262

Fax: 319-352-8247

E-mail: finaid@wartburg.edu

2021-2022 ESTIMATED INCOME WORKSHEET

Student name _____ ID # _____

Instructions: Answer all questions below. If zero, enter "0." This worksheet is required for all special circumstance reviews for reduced income.

Dependent students provide data on self and parents. Independent students provide data on self (and spouse, if married).

A. WHEN DID THE LOSS OR CHANGE OF EMPLOYMENT OCCUR? (check one)

<input type="checkbox"/> Prior to Sept. 1, 2021 <i>Please provide estimated gross income data below for Jan. 1, 2021, through Dec. 31, 2021.</i>	<input type="checkbox"/> Between Sept. 1, 2021, and Feb. 28, 2022 <i>Please provide estimated gross income data below for June 1, 2021, through Aug. 31, 2022.</i>	<input type="checkbox"/> March 1, 2022, or later <i>Not eligible for 2021-2022 review, but may apply for future year.</i>
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The estimated income listed below is from _____, _____ Year to _____, _____ Year
(must be a 12-month period indicated above)

B. INCOME SUBJECT TO TAX (12-month period)

STUDENT/SPOUSE

PARENTS

1. Wages, salaries, tips, etc. <i>This information may be on the W-2 forms or on the tax return selected in question 33: IRS Form 1040 – line 1+Schedule 1 – lines 13+19+Schedule K-1 (IRS Form 1065) – Box 14 (Code A). If any individual earning items is negative, do not include that item in your calculation.</i>	Student \$ _____ .00 Spouse + \$ _____ .00 SUB-TOTAL = \$ _____ .00	Father \$ _____ .00 Mother + \$ _____ .00 SUB-TOTAL = \$ _____ .00
2. Interest income	+ \$ _____ .00	+ \$ _____ .00
3. Unemployment compensation, severance package, life insurance income	+ \$ _____ .00	+ \$ _____ .00
4. Dividends	+ \$ _____ .00	+ \$ _____ .00
5. Other taxable income (alimony received, business and farm income capital gains, pensions, annuities, rents, Social Security, Railroad Retirement, and all other taxable income)	+ \$ _____ .00	+ \$ _____ .00
6. Add all of the numbers in the column	SUB-TOTAL = \$ _____ .00	SUB-TOTAL = \$ _____ .00
7. Subtract IRS-allowable adjustments to income (payments to IRA and Keogh Plans, one half of self-employment tax, self-employed health insurance deduction, interest penalty on early withdrawal of savings, and alimony paid)	- \$ _____ .00	- \$ _____ .00
TOTAL — ESTIMATED ADJUSTED GROSS INCOME <small>(question 6 minus question 7)</small>	= \$ _____ .00	= \$ _____ .00

C. UNTAXED INCOME (12-month period)

STUDENT/SPOUSE

PARENTS

8. Payments to tax-deferred pensions and savings plans (paid directly or withheld from earnings) as reported on the W-2 Form, including amounts reported on the W-2 Form in Boxes 12a through 12d, codes D, E, F, G, H, and S. Include untaxed portions of 401(k) and 403(b) plans.	\$ _____ .00	\$ _____ .00
9. Deductible IRA and/or other retirement plan payment from Form 1040 — total of lines 15 plus 19.	+ \$ _____ .00	+ \$ _____ .00
10. Child Support received for all children	+ \$ _____ .00	+ \$ _____ .00
11. Tax exempt interest income from Form 1040—line 2	+ \$ _____ .00	+ \$ _____ .00
12. Untaxed portions of pensions from Form 1040—line (4a minus 4b, 4c minus 4d) (excluding rollovers)	+ \$ _____ .00	+ \$ _____ .00
13. Housing, food, and other living allowances paid to members of the military, clergy, and others (including cash payments and cash value of benefits)	+ \$ _____ .00	+ \$ _____ .00
14. Veterans non-education benefits such as Disability, Death Pension, Dependency and Indemnity Compensation (DIC), and/or VA Educational Work-Study allowances, etc.	+ \$ _____ .00	+ \$ _____ .00
15. Any other untaxed income and benefits such as Black Lung Benefits, Refugee Assistance, or untaxed portions of Railroad Retirement Benefits	+ \$ _____ .00	+ \$ _____ .00
16. Cash or any money paid on your behalf, not reported elsewhere on this form	+ \$ _____ .00	n/a
TOTAL ESTIMATED UNTAXED INCOME <small>(sum of questions 8 through 16)</small>	= \$ _____ .00	= \$ _____ .00

Remember to submit tax transcripts, W-2s, pay stubs, letters from employer, etc., to verify income.