

**AT-Change in Income for Parent  
PERIOD: 2009-2010**

Student Name: \_\_\_\_\_

WSU ID#: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

The Office of Financial Aid and Scholarships at Washington State University will consider a change to the parent(s) income to be a valid reason for re-evaluation of student's financial aid eligibility. In order to have your students' financial aid re-evaluated you will need to submit **all** of the following:

- 1) Completed *AT-Change of Income* form with signatures from both student and parent.
- 2) Letter of explanation (*written by your parent*) detailing each factor that has contributed to the change of income. **Note: Loss of overtime earnings will not be considered.** (ie: Loss of job, reduction in hours/wages, dissolution of marriage, death, etc.).
- 3) Supportive documentation that confirms each factor listed as influencing the change in household income.  
**Supportive documentation includes (but is not limited to the following): last pay stub, a letter from the employer stating the last day of work, legal documentation or dissolution of marriage, or the most current unemployment benefits statement.**

If you have not updated your tax information to reflect a completed tax return on the FAFSA, you must do so before we can continue to process your request. If additional documentation is required we will contact you via e-mail. In the event that your appeal qualifies you for additional aid, you will see the changes reflected on your MyWSU account. If your appeal is not approved, we will send you an e-mail notice explaining why it was not approved. For further details about the special circumstance appeals, please see the financial aid webpage ([finaid.wsu.edu](http://finaid.wsu.edu)) and click on *special circumstances*.

**Please complete the following verification questions:**

1. Will your parent's income be less than it was originally reported on the FAFSA application?

\_\_\_ Yes \_\_\_ No (If yes, please indicate the basis of your circumstance below. If no, go on to question 2.)

- a. \_\_\_ Unemployment or change of employment
- b. \_\_\_ Divorce or separation
- c. \_\_\_ Death of student's parent
- d. \_\_\_ Disability of student's parent

2. Did your parent's experience a one-time income increase? (e.g. inheritance, moving expense allowance, IRA or pension distribution.)

\_\_\_ Yes \_\_\_ No (If yes, please complete the following below or if no, go on to question 3.)

- a. Source of income: \_\_\_\_\_
- b. Amount: \$ \_\_\_\_\_
- c. How funds were spent or invested (documentation required): \_\_\_\_\_  
\_\_\_\_\_

3. Is the parent currently employed or receiving any other income sources? \_\_\_ Yes \_\_\_ No (If yes, please answer the questions below.)

- a. Date began: \_\_\_\_\_
- b. Source of income: \_\_\_\_\_
- c. Monthly Amount: \$ \_\_\_\_\_

**Continued on back**

Return signed completed forms or other documents to your nearest local campus or:  
Office of Student Financial Aid, Lighty SVS 380, P.O. Box 641068, Pullman, WA 99164-1068  
Phone: 509-335-9711 FAX: 509-335-1385 <http://www.finaid.wsu.edu> e-mail to: [finaid@wsu.edu](mailto:finaid@wsu.edu)

PARENT (ESTIMATED INCOME) JUNE TO MAY 2009-2010

JUN 1-MAY 31  
2009-2010

**TAXABLE INCOME EXPECTED TO BE EARNED IN 2009-2010**

- |  |              |
|--|--------------|
| 1. Wages, salaries, tips - father or stepfather  | \$ _____     |
| 2. Wages, salaries, tips - mother or stepmother  | \$ _____     |
| 3. Interest/dividend income  | \$ _____     |
| 4. Net income from business, rents,<br>royalties, partnerships, estates, trusts, etc.          | \$ _____     |
| 5. Other taxable income, such as alimony<br>received, capital gains, pensions, annuities, etc. | \$ _____     |
| 6. Unemployment or State/Industrial Compensation   | \$ _____     |
| <br>TOTAL TAXABLE INCOME   | <br>\$ _____ |

**NONTAXABLE INCOME EXPECTED IN 2009-2010**

- |  |              |
|--|--------------|
| 7. Nontaxable pensions or retirement benefits            | \$ _____     |
| 8. Child support (total received for all family members) | \$ _____     |
| 9. Other nontaxable income (list types below)            | \$ _____     |
| _____  |              |
| _____  |              |
| <br>TOTAL NONTAXABLE INCOME                              | <br>\$ _____ |

**ESTIMATED DEDUCTIONS**

- |                                     |          |
|-------------------------------------|----------|
| 10. Child support paid in 2009-2010 | \$ _____ |
|-------------------------------------|----------|

**NOTICE: THIS FORM WILL BE RETURNED TO THE STUDENT IF IT IS NOT SIGNED BY BOTH THE STUDENT AND THE PARENT. DO NOT ADJUST THE DATES ON THIS FORM.**

I CERTIFY THAT THE ABOVE INFORMATION WAS PROVIDED BASED ON THE BEST INFORMATION AVAILABLE TO ME AT THE TIME OF COMPLETING THIS FORM. I FURTHER UNDERSTAND THAT THE OFFICE OF STUDENT FINANCIAL AID IS UNDER NO OBLIGATION TO APPROVE THIS REQUEST AND THE DECISION CANNOT BE APPEALED TO THE DEPARTMENT OF EDUCATION.

\_\_\_\_\_  
WSU STUDENT SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
PARENT SIGNATURE

\_\_\_\_\_  
DATE

**OFFICE USE ONLY**

Adjusted Gross Income _____	Tax Paid _____
Wages _____	Untaxed Income _____
Wages _____	Est. Deductions _____
EDE Changes: EFC Old _____ New _____	BE Set _____
Prior ProYear: No _____ Yes _____ Year _____	ADDNOTE _____
Resident: No ___ Yes ___	Date FAFSA Submitted: _____ Class Code: _____
Adjustment made to Trans # _____	Time: _____
Staff Member _____	Date _____