

OFFICE OF FINANCIAL AID
(570) 208-5868
finaid@kincos.edu

TO:

FROM:

DATE:

SUBJECT: REDUCTION IN INCOME 2009-2010 ACADEMIC YEAR

This form is being forwarded to you since you indicated that you or your spouse has experienced a loss in income resulting in a 2009 total income which is less than your 2008 total income. You are requested to complete the Income Reduction Table on the reverse side of this form and return it to the Financial Aid Office for review and possible reconsideration of your eligibility for financial assistance.

In completing the table, ***you are required to provide documentation*** which supports the change in your income situation and projected 2009 income. **In addition please provide your 2008 Federal Income Tax Return, all supporting schedules, and W-2 forms.**

You must contact the Financial Aid Office if there is a change in circumstances after you have completed the Reduction in Income Form. Failure to report the change may result in future reductions of financial aid.

Please contact the Financial Aid Office at 570-208-5868 or 1-800-955-5777 option 2, if you have any questions concerning the completion of this form.

2009-2010 ACADEMIC YEAR
INCOME REDUCTION FORM

STUDENT'S NAME _____ SOCIAL SECURITY NUMBER _____

ADDRESS _____

1. Will you or your spouse's income be less in 2009 than in 2008 for any of the reasons listed in #2.
 Yes No
2. Please check the appropriate reason and explain, giving the date of the change in your situation.
 Date: _____
 - a. _____ Unemployment (**Attach last pay stub and letter from employer or job center**)
 - b. _____ Divorce/Separation (**Attach supporting documentation**)
 - c. _____ Death of Spouse (**Attach death certificate**)
 - d. _____ Disability of Spouse (**Attach documentation to support disability**)
 - e. _____ None of the above. Please briefly explain the reduction in income.
3. If 2a, 2b, 2c, 2d, or 2e are checked, please complete the following income information for the period January 1, 2009 to December 31, 2009.
4. If you are divorced or separated, give your information only.
5. If the loss of income was due to the death of your spouse, give only your information

| ANTICIPATED TAXABLE INCOME FOR JAN.1, 2009 TO DEC.31, 2009 | STUDENT | SPOUSE |
|--|-----------------|-----------------|
| a) Wages, Salaries, Tips | \$ _____ | \$ _____ |
| b) Severance Pay | _____ | _____ |
| c) Taxable Pensions & Annuities | _____ | _____ |
| d) Interest Dividend Income | _____ | _____ |
| e) Business or Farm Income | _____ | _____ |
| f) Rental Income | _____ | _____ |
| g) Alimony to be Received | _____ | _____ |
| h) Unemployment Compensation | _____ | _____ |
| i) Other Taxable Income | _____ | _____ |
| TOTAL 2009 TAXABLE INCOME | \$ _____ | \$ _____ |

| ANTICIPATED UNTAXED INCOME FOR JAN. 1, 2009 TO DEC. 31, 2009 | STUDENT | SPOUSE |
|--|-----------------|-----------------|
| a) Workers compensation | \$ _____ | \$ _____ |
| b) Child support received | _____ | _____ |
| c) Untaxed portions of pensions 401(k) and 403(b) plan) | _____ | _____ |
| d) Veterans benefits except students educational benefits | _____ | _____ |
| TOTAL 2009 ANTICIPATED UNTAXED INCOME | \$ _____ | \$ _____ |

I/we certify that the information provided is true and correct to the best of our knowledge.

Signatures

STUDENT _____ SPOUSE _____

DATE _____

