# REDUCED INCOME FORM

**2023-2024**

**STUDENT’S LEGAL NAME\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**STUDENT I.D. NUMBER\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_DATE\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**The 2023-24 FAFSA required use of 2021 income information. This form can be completed by student/spouse, or parent who experienced a substantial change in income from 2021 to 2022.**

***NOTE: If your change of income occurred in 2023, contact the financial aid office to speak with a financial aid advisor before completing this form.***

**Complete all steps**. Submit directly to the Financial Aid Office at UW-Green Bay with documentation as noted.

1. If you have not already done so,
   1. Submit your 2021 Tax Return Transcript (to request a Tax Return Transcript from the IRS for tax year 2021, contact the IRS at 1-800-908-9946 or [www.irs.gov/individuals/get-transcript](https://www.irs.gov/individuals/get-transcript)), OR
   2. Submit a ***physically signed*** copy of your 2021 Federal Tax Return (Form 1040 with Schedules 1, 2, and 3 and Form 8880 as applicable), OR
   3. Make a correction to your FAFSA application at FAFSA.gov and use the IRS Data Retrieval Tool to import your 2021 tax data. Refer to [www.uwgb.edu/financial-aid](http://www.uwgb.edu/financial-aid) for more information on this option.
2. Provide an explanation of 2022 income changes (i.e. whose income changed and why?), or attach a separate letter of explanation of the changes:
3. Provide documentation to support your reason for appeal. This could include a letter of severance (showing last day of work) from prior employer, copy of death certificate, copy of legal documents showing end to child support, etc. depending on your circumstances.
4. Provide a ***physically signed*** copy of your 2022 federal tax return with schedules 1, 2, and 3 and Form 8880 as applicable. Indicate the split of wages and income earned in 2022 below:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| ***TYPE OF INCOME*** | ***STUDENT*** | ***SPOUSE*** | ***PARENT 1*** | ***PARENT 2*** |
| Employment wages (W-2) |  |  |  |  |
| Net business income (Schedule C or E) |  |  |  |  |
| Net farm income (Schedule F) |  |  |  |  |

1. Provide a listing of the sources and amounts of untaxed income received in 2022. (i.e. payments to tax deferred pension, worker’s compensation, child support, etc.):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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1. **LEGAL (PHYSICAL) SIGNATURES** (**of student and others completing this form**). The information on this form is accurate to the best of my/our ability.

**Student\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Spouse\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Parent 1\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Parent 2\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Parent Email Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**You can securely upload this appeal and any supporting documentation here:** <https://www.uwgb.edu/financial-aid/upload-documents/>. You can also mail to**:** UW-Green Bay, Office of Financial Aid (SS1200), 2420 Nicolet Dr. Green Bay, WI 54311. We do not recommend emailing documents containing sensitive data. Questions? Need more information? Visit [www.uwgb.edu/financial-aid](http://www.uwgb.edu/financial-aid), call 920-465-2075, email [financialaid@uwgb.edu](mailto:financialaid@uwgb.edu) or fax 920-465-2299.