



REDUCED INCOME FORM 2024-2025

UNIVERSITY of WISCONSIN
GREEN BAY

STUDENT'S LEGAL NAME _____

STUDENT I.D. NUMBER _____ **DATE** _____

The 2024-25 FAFSA required use of 2022 income information. This form can be completed by student/spouse, or parent who experienced a substantial change in income from 2022 to 2023.

NOTE: *If your change of income occurred in 2024, 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,
 - a. Submit your 2022 Federal **Tax Return Transcript**. Request a free 2022 Tax Return Transcript online at www.irs.gov, click "Get Your Tax Record," click "Get Transcript Online" and request the "Tax Return Transcript" or "Record of Account Transcript" or request a transcript by calling 1-800-908-9946 **OR**
 - b. Submit a physically signed copy of your 2022 Federal Tax Return (physically signed Form 1040 pages 1 and 2, and if filed, Schedules 1, 2, and 3).
- 2) Provide an explanation of 2023 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 2023 Federal Tax Return (signed Form 1040 pages 1 and 2, and if filed, Schedules 1, 2, and 3. Indicate the split of wages and income earned in 2023 below:

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

- 5) Provide a listing of the sources and amounts of untaxed income received in 2023. (i.e. payments to tax deferred pension, worker's compensation, child support, etc.): _____

- 6) **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, call 920-465-2075, email financialaid@uwgb.edu or fax 920-465-2299.