



Student Name: _____
Sac State ID: _____

Aid Year 2026

2025-2026 Loss of Income Documentation Request Form

2025-2026 Deadlines

Attending Fall 2025 only: November 7, 2025

Attending Academic year/ Spring 2026: March 13, 2026

The Financial Aid & Scholarships Office received a Loss of Income Appeal for yourself, spouse (if married) or parent (if dependent). To review the Loss of Income Appeal attach all appeal documentation to this documentation request form and upload documents.

___ **2024 TAX YEAR- You** selected the 2024 tax year. Submit the following documentation for you and your spouse (if married):

- ✓ All 2024 W-2s and other tax documents (i.e., 1099-R, etc.)
- ✓ Signed 2024 Federal Tax Return(s) and all schedules (if applicable)
- ✓ If divorced or separated in 2024: Submit a copy of the dissolution of marriage or separation **AND** all 2024 W2s and other tax documents for you and your spouse, including your signed 2024 Federal Tax Return and schedules (if applicable)
- ✓ Federal benefit document verifying benefits (i.e., TANF, SNAP, Medicaid/SSI, Free School Lunch, WIC) received
- ✓ All 2024 income documents/letters (i.e., EDD claim letter, Social Security benefits, retirement benefits, etc.)

___ **2025 TAX YEAR- You** selected the 2025 tax year. Submit the following documentation for ALL employers worked for in 2025, for you and your spouse (if married)

- ✓ Pay stubs for the last 3 months from all employers
* For reduction of work hours: Provide a letter from the employer on company letterhead, indicating new hours, when the change became effective, and if applicable, change to hourly rate
- ✓ For separation (loss of employment): Provide a letter from the employer, on company letterhead, with the last day worked. Submit with the last paystub received that includes earnings through the last day worked
- ✓ If divorced or separated in 2025: Submit a copy of the dissolution of marriage or separation **AND** all 2025 W2s and other tax documents for you and your spouse, including your signed 2025 Federal Tax Return and schedules (if applicable)
- ✓ Federal benefit document verifying benefits (i.e., TANF, SNAP, Medicaid/SSI, Free School Lunch, WIC) received
- ✓ All 2025 income documents/letters (i.e., EDD claim letter, Social Security benefits, retirement benefits, etc.)

If submitting Loss of Income Appeal or documentation after December 1, 2025, a signed 2025 Federal Tax Return(s) may be required (if applicable), 2025 W2s and/or other 2025 income documents to verify total income earned/received in 2025

Once completed upload financial aid documents at

<https://onbaseform.csus.edu/obforms/eforms/STDAF/DocumentSubmission/finaidupload.aspx>

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