



Please note: Appeals submitted after April 1, 2025 may not be considered. (Or December 1, 2024 if the student is graduating after fall semester.)

# PARENT PROJECTED RESOURCE QUESTIONNAIRE 2024–2025

Student's name: Last First M.I. U-M ID number (eight digits)

This information is required to process your student's request for income and/or resource adjustments that may affect your financial aid eligibility for the 2024–2025 academic period. We will consider requests made only for the reasons indicated in Step 2 of this form. Contact the Office of Financial Aid if you need help determining if completing this form will improve your student's financial aid package. The U-M Office of Financial Aid makes every effort to respond to appeals within three weeks of receiving the request.

Documentation: Please submit your 2022 and 2023 federal tax return and W-2 forms, if they are not already on file with our office, along with any other documents requested below.

Parent name: \_\_\_\_\_
Parent email: \_\_\_\_\_ Phone: \_\_\_\_\_

## STEP 1: WRITTEN STATEMENT

→ Attach detailed statement explaining your special circumstance.

In order to accurately project your most recent income, we will need specific information about the nature of your income change. Please provide a written statement that details the income changes that have occurred for your family. Your request may not be reviewed if a statement is not provided along with other information detailed on this form.

## STEP 2: CHECK ALL THAT APPLY AND PROVIDE APPROPRIATE DOCUMENTATION

### One or both parent(s) have been unemployed for at least 10 weeks

DOCUMENTATION REQUIRED: Copy of dated severance notice or other item that verifies loss of employment and effective date.

- Which parent is unemployed? Parent 1: \_\_\_\_\_ Parent 2: \_\_\_\_\_
Date unemployment began (dd/mm/yyyy): \_\_\_\_\_
Are you now re-employed? Yes No
If yes, date of re-employment (dd/mm/yyyy): \_\_\_\_\_

### Loss of business or farm income

DOCUMENTATION REQUIRED: Year-to-Date Profit & Loss statement with a written summary of the business's current financial situation. Re-evaluation may require a copy of your most recent federal tax return.

- Has the business or farm permanently closed or ceased operation? Yes No

### Base salary reduction (not overtime)

DOCUMENTATION REQUIRED: Most recent pay stub and a letter from employer confirming reduction.

- Reduction amount: \$ \_\_\_\_\_

### Retirement

DOCUMENTATION REQUIRED: Letter or other documentation verifying the effective date and retirement benefits. Submit this form at least 10 weeks or more after your effective retirement date.

- Effective date (dd/mm/yyyy): \_\_\_\_\_
Benefits received, including one-time payments/buyouts: \$ \_\_\_\_\_
Annual retirement benefit to be received: \$ \_\_\_\_\_

### Disability/illness

DOCUMENTATION REQUIRED: Documentation from employer/ insurance company verifying amount of (or lack of) benefit.

- Benefit coverage: \$ \_\_\_\_\_

### Natural disaster causing income loss

DOCUMENTATION REQUIRED: Documentation of situation and amount of loss.

- Income loss amount: \$ \_\_\_\_\_

### One-time income reported on 2022 federal income tax return (1040)

DOCUMENTATION REQUIRED: Detailed explanation of why this will not recur and signed tax returns from the 2021, 2022, and 2023 tax years. Please skip step 3 and provide signatures in step 4.

- One-time income: \$ \_\_\_\_\_

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**STEP 3: PROVIDE US WITH AN ESTIMATE OF YOUR INCOME AND RESOURCES FOR THE 2024 CALENDAR YEAR.**

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Complete ALL items in this section and provide all required documentation.\*

**I have attached signed 2022 federal tax return (required)**

**I have attached signed 2023 federal tax return (if filed with the IRS)**

<b>2024 Estimated Income and Benefits</b>	<b>Parent 1</b> (Required if on FAFSA) Name: _____	<b>Parent 2</b> (Required if on FAFSA) Name: _____	<b>Documentation Required</b>
<b>Wages/tips/salary</b>	\$	\$	Most recent W-2/1099 forms and pay stub
<b>FIA benefits</b>	\$	\$	FIA verification
<b>Alimony/child support received</b>	\$	\$	Friend of the Court or other documentation of amount
<b>Severance pay</b>	\$	\$	Letter from prior employer or wage statement
<b>Unemployment compensation</b>	\$	\$	Unemployment compensation verification
<b>Social Security/SSI</b>	\$	\$	Social Security/Supplemental Security Income statement
<b>Pensions/annuities</b>	\$	\$	Income/interest statement
<b>Retirement/IRA distributions</b>	\$	\$	Statement indicating amount or Completed Distribution Report from financial institution
<b>Business/farm income</b>	\$	\$	CPA statement and year-to-date profit and loss documentation
<b>Rental income</b>	\$	\$	Statement of earnings
<b>Housing allowance</b>	\$	\$	Documentation of allowance
<b>Other:</b>	\$	\$	Documentation of income

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**STEP 4: CERTIFICATION AND AUTHORIZATION**

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The information provided on the questionnaire is complete and accurate to the best of my (our) knowledge and ability. I (we) also agree to contact the U-M Office of Financial Aid if the information provided changes.

\_\_\_\_\_  
Student's signature (typed signatures are acceptable)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent signature (typed signatures are acceptable)

\_\_\_\_\_  
Date

**\*If required documents are not included, this form will be returned.**