



Fee Assistance Supplement: Form 3 Change in Income

This form is to be attached to Fee Assistance applications if the IRS Tax Return Transcript does NOT accurately reflect an applicant's financial status for the given calendar year.

Income Decrease

Fill out information below to document all income decreases.

Name:	Date of Birth:	Reason for Income Change	Documentation of Change in Relationship/Income* (See Reverse):
1.		<input type="checkbox"/> Loss of Employment <input type="checkbox"/> Decrease in Family Size	
2.		<input type="checkbox"/> Loss of Employment <input type="checkbox"/> Decrease in Family Size	

**Your income will not be recalculated based on a salary decrease for any existing family member where documented unemployment benefits are not provided.*



Fee Assistance Additional Documentation Reference Guide Income Change

Refer to the following guides for any additional documentation needed to support claims on the reverse side of this page. Provide documentation names in tables on reverse side and include documentation with Fee Assistance application to prove claim.

Income Decrease

Reason	Documentation Required
Change in salary (demotion, new job, etc.)	No documentation required. Not acceptable reason for income calculation adjustment.
Loss of employment	Unemployment notice from Maryland Department of Labor, Licensing, and Regulation (or other state's equivalent) dated within the last 30 days.
Decrease in family size <ul style="list-style-type: none"> • Dissolution of marriage • Incarceration • Death 	Maryland court-issued order for separation/divorce/annulment or verification of divorce from Maryland Division of Vital Records (or other state's equivalent) Incarceration Verification Form from detention center. No documentation required.