All appeals must include the following:

- A signed letter explaining your special circumstances.
- Most recent signed IRS 1040 Tax Return including all Schedules 1, 2 & 3 and W-2’s, if applicable.
- Documentation for the option(s) below that best fit your circumstances. If you are unable to provide specified documents, please provide a reasonable alternative.

### Recent Loss of Income from Wages

**To document loss of employment:**
- If laid off, letter of termination from employer and copy of final earnings statement (paystub)
- Notice of unemployment insurance award from the Employment Development Department (EDD)

**If you have reestablished employment or reduction of wages:**
- Most current wage statement (paystub) from tax filer whose employment changed

### Loss of Self-Employment Income

**To document loss of employment:**
- Letter explaining the reason for loss of income compared to the 2020 tax year

**To determine income to be excluded:**
- 2021 Schedule C from Tax Return, if filed or projected annual net business income

### Divorce or Separation

**To determine wages to be excluded:**
- All W-2’s from most recent tax return for both parents
- Divorce Decree or separation statement or
- Documentation verifying that parents maintain separate households. This can be either utility bills, rental leases, etc.

### Out-of-Pocket Medical Expenses Not Covered by Insurance in 2021

**To determine expenses to be excluded:**
- Schedule A from your 2021 Federal Tax Return
- If you did not file a Schedule A, provide receipts or billing statements from medical provider(s) or an itemized statement listing expenses not covered by insurance.

### Loss of Child Support or Other Untaxed Income

**To determine support to be excluded:**
- Court/legal documentation verifying date the support ends
- Documentation showing loss of other benefits or untaxed income

### Death of a Parent or Spouse

**To determine wages to be excluded:**
- All W-2’s from most recent tax return for both parents
- Copy of Death Certificate
- Any additional income to be considered (life insurance, death benefits or pension plan)

### Cancellation of Debt

- 2021 1099-C

### One-Time Unexpected Early Withdrawal from Retirement/Pension/Annuity

- 20211099-R