

**Dept. 900X**

**NOTICE:**

Please write **Dept. 900X** at the bottom  
left hand corner of your mailing  
envelope for priority processing.

**MAIL TO:**

PRIVATE SCHOOL AID SERVICE  
PO BOX 89434  
CLEVELAND OH 44101-6434



# Student Aid Form

2014

2015

PARENT NAME

OFFICE USE ONLY

Barcode

Detroit Country Day School  
Beverly Hills, MI  
School Code: 1996 (SCHL)  
PSAS: 0306-0417 P-R-N-A (PK-12)

\_3\_077X\_SCHL\_1996



## TO COMPLETE THIS APPLICATION YOU WILL NEED TO INCLUDE:

**Please note: This application requires documentation for income received in 2013.**

1. Detailed copies of all pages and Schedules of your **2013** Federal Income Tax Return Form 1040, 1040A, or 1040EZ (**as filed with the IRS**) for individuals listed in Sections A and B. Recaps and/or Summary Forms are not acceptable. If you file Schedule(s) A, C, E, F or a statement of dependence, you must provide copies. If you have not yet filed, or are not required to file a tax return, see the REQUIRED DOCUMENTATION section of the INSTRUCTIONS.
2. Copies of all **2013** W-2 Wage and Tax Statement Forms, all **2013** 1099/1099R for Interest/Dividends, Pensions/Annuities and/or Misc. Income Forms for individuals listed in Sections A and B (**Please make sure all documentation is copied on regular 8½ x 11 paper - documentation CANNOT be returned.**)
3. Documentation of TOTAL AMOUNTS received in **2013** for all Non-Taxable Income (see Section G for specific requirements).
4. Check or Money Order payable to PRIVATE SCHOOL AID SERVICE for the non-refundable application fee of \$37.00 (**All returned checks will incur an additional fee of \$25.00.**)
5. This application form filled out in its entirety, signed and dated by the individuals listed in Sections A and B.

**IMPORTANT: If the above items do not accompany this application, your application will not be considered complete.**

**Keep a copy of this completed application and all documentation for your records.**

STUDENT NAME

## STUDENT AID FORM // 2014-2015

IMPORTANT: Print clearly and neatly with a blue or black ball point pen

**A Parent, Guardian, or Other Adult Responsible for Tuition**Check One: ☐ Father ☐ Mother ☐ Step-Father ☐ Step-Mother ☐ Other Adult

Last Name First Name M.I.

Social Security Number Age ( ) (Area Code) Home Phone

Address Apartment # (if applicable)

City State Zip Code

( ) (Area Code) Work Phone ( ) (Area Code) Cell Phone

Employed by How Long? E-mail Address

Preferred Contact #: ☐ Home ☐ Work ☐ Cell or ☐ E-mailMay PSAS contact you at work if there are questions? ☐ Yes ☐ No ☐ If you are self-employed, please check and refer to Section K of this form.**B Parent, Guardian, or Other Adult Residing with Parent A**Check One: ☐ Father ☐ Mother ☐ Step-Father ☐ Step-Mother ☐ Other Adult

Last Name First Name M.I.

Social Security Number Age ( ) (Area Code) Home Phone

Address Apartment # (if applicable)

City State Zip Code

( ) (Area Code) Work Phone ( ) (Area Code) Cell Phone

Employed by How Long? E-mail Address

Preferred Contact #: ☐ Home ☐ Work ☐ Cell or ☐ E-mailMay PSAS contact you at work if there are questions? ☐ Yes ☐ No ☐ If you are self-employed, please check and refer to Section K of this form.**C Dependents (DO NOT LEAVE BLANK)**

Number of dependent children who will attend a tuition charging school: daycare, Pre-K, elementary school, secondary school, or college in the fall of 2014? \_\_\_\_\_

Please list all dependent children in order of oldest to youngest, including college students, even if you are not applying for aid for that student. Indicate each dependent's relation to Parent/Guardian A: child, foster child, grandchild, etc.

Dependent Last Name	Dependent First Name	M.I.	Date of Birth	Relation to Parent/Guardian A	Name, city, and state of school student plans to attend in the Fall of 2014. <b>DO NOT ABBREVIATE</b>	Grade in the fall of 2014	Applying for Aid?		Is this a New student or a Returning student to DCDS?		Amount I/We feel I/We can pay toward tuition?	Tuition charged yearly per student?	Office Use Only
							Yes	No	New	Returning			
1					School Name		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>			
					City and State								
2					School Name		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>			
					City and State								
3					School Name		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>			
					City and State								
4					School Name		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>			
					City and State								
5					School Name		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>			
					City and State								

☐ Please check if additional dependents are listed on a separate sheet.**D Household Information**

1. Number of individuals who will reside in my/our household during the 2014-2015 school year:

Parents/Guardians \_\_\_\_\_ Children \_\_\_\_\_ Other\* \_\_\_\_\_

\*If Other, please explain \_\_\_\_\_

2. Current marital status/housing arrangement of Parent/Guardian A:

☐ a. Single, never Married\* ☐ d. Divorced\* ☐ g. Residing with Other☐ b. Married ☐ e. Remarried\* ☐ h. Other:☐ c. Widowed ☐ f. Separated\*

\*If Single, Divorced, Remarried, or Separated, you are required to complete Section E.

**E Single, Divorced, Remarried, or Separated Parents (To be completed by the Parent/Guardian listed in Section A)**

1. Date of separation (Month/Year) \_\_\_\_\_

2. Date of divorce (Month/Year) \_\_\_\_\_

3. Non-custodial parent \_\_\_\_\_  
Last Name First Name M.I.4. Do you receive or pay child support? ☐ Receive \$ \_\_\_\_\_ Per year☐ Pay \$ \_\_\_\_\_ Per year☐ Neither

5. Who claimed student as a tax dependent in 2013? \_\_\_\_\_

Each responsible party must complete a Student Aid Form (SAF). See Instructions for guidance.

## F Taxable Income

The **2013** federal tax return for student's household was:

- ☐ Filed  
☐ Not filed yet (See **Required Documentation** section)  
☐ I/We do not file. I/We only receive non-taxable income - Go to Section G

	Actual 2013	Estimate 2014
1. Total number of exemptions claimed on Federal Income Tax form.	<input type="text"/>	<input type="text"/>
2. Parent/Guardian A total taxable income from W-2 wages (Box 1). <i>Total income for Parent A only</i>	\$ <input type="text"/>	\$ <input type="text"/>
3. Parent/Guardian B total taxable income from W-2 wages (Box 1). <i>Total income for Parent B only</i>	\$ <input type="text"/>	\$ <input type="text"/>
4. Net business income* from self-employment, farm, rentals, and other businesses. (*Go to Section K) (Attach Schedules C, E, and/or F from your IRS 1040)	\$ <input type="text"/>	\$ <input type="text"/>
5. Other non-work taxable income from interest, dividends, alimony, unemployment, and non-business income.	\$ <input type="text"/>	\$ <input type="text"/>
6. Allowable "Adjustments to Income" as reported on your IRS 1040, 1040A, or 1040EZ.	\$ <input type="text"/>	\$ <input type="text"/>
7. Total "Adjusted Gross Income" as reported on your IRS 1040, 1040A, or 1040EZ.	\$ <input type="text"/>	\$ <input type="text"/>
8. Total Tax Paid as reported on your IRS 1040, 1040A, or 1040EZ.	\$ <input type="text"/>	\$ <input type="text"/>
9a. Medical/Dental expenses as reported on Schedule A, line 1 of your IRS 1040 form.	\$ <input type="text"/>	\$ <input type="text"/>
9b. Charitable Contributions as reported on Schedule A, line 19 of your IRS 1040 form.	\$ <input type="text"/>	\$ <input type="text"/>

## H Housing Information (DO NOT LEAVE BLANK)

20. Do you rent or own your residence? ☐ Rent ☐ Own (go to line 22)

21. If renting, what is the monthly rental payment? \$

a. Amount paid by household \$  per month

b. Amount paid by other source(s) \$  per month

c. Are you current on your monthly payment? ☐ Yes ☐ No

If No, what was the total amount paid in **2013**? \$

22. If you own a residence:

a. What is the current market value? \$

b. What is the amount still owed, including home equity loans? \$

c. What is the monthly mortgage payment? \$  per month

d. Are you current on your monthly payment? ☐ Yes ☐ No

If No, what was the total amount paid in **2013**? \$

## G Non-Taxable Income

List the **total amount** received from **1/1/13-12/31/13** for all recipients in the household. **DO NOT** list monthly amounts.

10. Child Support \$  per year

11. Cash Assistance (TANF) \$  per year\*

12. Food Stamps (SNAP) \$  per year\*

a. Medicaid received in 2013? ☐ Yes ☐ No

13. Social Security income (SSA/SSD, etc.) (Provide documentation for all recipients in household.) \$  per year\*

a. Social Security income (**SSI Only**)

Total received in 2013 \$ \*

(Provide documentation for all recipients in household.)

14. Student loans and/or grants received for PARENT's education (Not college attending dependents or students listed in Section C.)

a. Total received in 2013 \$ \*

b. Total used for living expenses \$  per year\*

15. Housing Assistance (Sec. 8, HUD, etc.) \$  per year\*

a. Religious Housing Assistance (parsonage, manse, etc.)

Total received in 2013 \$ \*

16. Other non-taxable income (Working for cash, Adoption and/or Foster Subsidy, Worker's Comp., Disability, Pension/Retirement, etc. Identify source(s) in Section L) \$  per year\*

a. Any and all Military/VA Benefits and/or Compensation

Total received in 2013 (Identify source(s) in Section L) \$  per year\*

17. Loans/Gifts from friends or relatives \$  per year

18. Personal Savings/Investment Accounts used for household expenses (Do not include totals listed in Section I) \$  per year

19. Total non-taxable income for **2013** \$  per year

\*You must provide 2013 YEAR-END documentation for items 11-16a; either a YEAR-END Statement from the appropriate Public Agency, or documentation showing totals from 1/1/13-12/31/13.

## I Assets & Investments (Current Values)

23. Total amount in cash, checking, and savings accounts \$

24. Total value of money market funds, mutual funds, stocks, bonds, CDs, or other securities \$

25. Total value of IRA, Keogh, 401K, SEP, or other retirement accounts \$

a. What was your total contribution to your retirement account(s) in **2013** (IRA, Keogh, 401K, SEP, etc.)? \$

26. If you own real estate other than your primary residence:

a. What is the fair market value? \$

b. What is the amount still owed? \$

27. Do you own a business? ☐ Yes ☐ No

If Yes, please go to **Section K**.

a. What is the fair market value of your business? \$

b. What is the amount still owed? \$

28. Do you own a farm? ☐ Yes ☐ No

If Yes, please go to **Section K**.

a. What is the fair market value of your farm? \$

b. What is the amount still owed? \$

## J Unusual Circumstances (Check all that apply to your situation within the past 12 months)

- |  |   |   |  |
|--|---|---|--|
| <input type="checkbox"/> a. Loss of job                    | <input type="checkbox"/> e. Bankruptcy        | <input type="checkbox"/> i. Death in the family     | <input type="checkbox"/> m. Medical/Dental expenses      |
| <input type="checkbox"/> b. Recent separation/divorce      | <input type="checkbox"/> f. College expenses  | <input type="checkbox"/> j. Shared custody          | <input type="checkbox"/> n. Shared tuition               |
| <input type="checkbox"/> c. Change in family living status | <input type="checkbox"/> g. Income reduction  | <input type="checkbox"/> k. High debt               | <input type="checkbox"/> o. Other (explain in Section L) |
| <input type="checkbox"/> d. Change in work status          | <input type="checkbox"/> h. Illness or injury | <input type="checkbox"/> l. Child support reduction |  |

Keep a copy of this completed application and all documentation for your records.

Go to next page ➡

## K Business Owners or Self-Employed Individuals (2013 Estimates)

If you have not filed your **2013 Tax Return**, and are Self-Employed, own a business, rental property, and/or a farm please provide an estimate of your income - **DO NOT LEAVE BLANK**

	Schedule C	Schedule E	Schedule F
1. What is your total estimated <b>GROSS</b> business income?	\$ _____	\$ _____	\$ _____
2. What is your total <b>NET</b> business taxable income/loss? ( <b>DO NOT LEAVE BLANK</b> )	\$ _____	\$ _____	\$ _____
3. If your business pays your home rent or mortgage, what is the annual total?		\$ _____	
4. If your business pays for your personal automobile, what is the annual total?		\$ _____	
5. If your business pays any portion of other personal expenses, list total amount and explain in Section L.		\$ _____	
6. If you own rental property: What was the total amount of Rental Income received?		\$ _____	

## L Explanations (Use this space to explain any answers which may need clarification.)

## M Certification, Authorization, and Documentation Requirements

### WHAT IS REQUIRED TO PROCESS THIS APPLICATION

(IF ANY OF THE FOLLOWING IS MISSING, YOUR APPLICATION WILL NOT BE CONSIDERED COMPLETE.)

- This application form filled out in its entirety, **SIGNED AND DATED BELOW** by the Parent(s)/Guardian(s) listed in Sections A and B.
- A check or money order made payable to **PRIVATE SCHOOL AID SERVICE** in the amount of \$37.00. *This is a non-refundable application fee.*

If you have filed a 2013 IRS Form 1040:	If you have not yet filed a 2013 IRS Form 1040:	If you do not file an IRS Form 1040 AND receive only non-taxable income:
A complete photocopy of your <b>2013</b> Form 1040, 1040A, or 1040EZ (as filed with the IRS, including all Schedules). <b>2013</b> W-2 Forms, <b>2013</b> 1099/1099R, or 1098 Forms for any wage-earning adult residing with the applicant(s).	A complete photocopy of your most recent Form 1040, 1040A, or 1040EZ (as filed with the IRS, with all Schedules). 2013 W-2 Forms, 2013 1099/1099R, or 1098 Forms for any wage-earning adult residing with the applicant(s). <i>If this application is submitted after April 15, 2014, you must provide a copy of the 2013 Extension for Filing Request, as approved by the IRS and a copy of your last filed tax return. PSAS will conduct a preliminary review of your application, but the final Guided Tuition decision will not be made until 2013 documentation has been received.</i>	Photocopies of your <b>2013</b> YEAR-END Social Services statement (TANF, etc.). Food Stamp documentation, Housing Assistance documentation, Student Loans and/or grant documentation for parent's education, Social Security income statements showing <b>TOTAL AMOUNTS</b> received in <b>2013</b> for ALL members of the household.

- ☐ An electronic recap of this written application is available for an additional \$5 fee. You must have an email address listed in Section A in order to receive the electronic recap. Please check this box and include an additional \$5 with your processing fee if you would like to receive an electronic recap.

**Checkout**

- ☐ Non-Refundable Application Processing Fee ..... \$37.00  
☐ Electronic Recap Fee (optional) ..... \$5.00

\*Please make checks payable to PSAS

Total

**SIGN HERE**

I/We declare that the information on this form is true, correct, and complete to the best of my/our knowledge. I/We authorize PRIVATE SCHOOL AID SERVICE to return this form and all attachments only to the schools and agencies named in Section C under contract with PSAS.

Parent/Guardian A \_\_\_\_\_ Date \_\_\_\_\_ Parent/Guardian B \_\_\_\_\_ Date \_\_\_\_\_

This Student Aid Form (SAF), all attachments and an analysis of your SAF are sent only to the school(s) or agencies contracting with PSAS.  
**You will not receive results from PSAS.** No other agency will see or receive any information about this application or its attachments.

Mail completed application and photocopies of all documentation to:  
**PRIVATE SCHOOL AID SERVICE, P.O. BOX 89434, CLEVELAND, OH 44101-6434**

Questions? Call: (440) 892-4272  
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## INTRODUCTION

**PRIVATE SCHOOL AID SERVICE (PSAS)** is under contract with the school, school system, or organization from which you obtained this application for tuition assistance. Our purpose is to provide a reasonable assessment of the ability of each family to pay for the education of their children at private and independent elementary and secondary schools.

Your Student Aid Form, all attachments, and an analysis of your SAF are sent only to the school(s) or agencies contracting with PSAS. **No other agency will receive any information about this application or its attachments.**

**PRIVATE SCHOOL AID SERVICE** does not make any decisions about recipients and amounts of financial aid awarded. Recipients and amounts of aid are determined by the designated school or agency. **YOU WILL NOT RECEIVE RESULTS FROM PRIVATE SCHOOL AID SERVICE.**

## INSTRUCTIONS

### A & B Parent, Guardian or Other Adult

This form should be filled out by the parent, guardian or other adult responsible for the tuition of the child or children attending a private or independent school contracting with PSAS. If the parents/guardians are divorced or separated, only the parent responsible for the tuition and any other adult residing in the household should fill out the form. If tuition is shared, each responsible party must complete a Student Aid Form (SAF) if financial aid is needed.

Answer *all questions* for both parent(s), stepparent(s), or guardian(s) responsible for the tuition for the dependent(s) listed in Section C. **Do not leave any questions blank.** If natural parents are divorced, separated or single, answer all questions in Section E. If natural parents are divorced/separated and remarried, list information for custodial parent and new spouse. If either parent answers "self-employed," and has not filed a tax return, complete Section K. If you provide your email address to PSAS, it will be used for application related communication only. Your email address will also be provided to the organizations you list in Section C as part of your application. Your email address will not be shared with any other third party.

**CALCULATIONS ARE BASED ON TOTAL HOUSEHOLD INCOME.**

### C Student Information

List all dependent children residing in your household in order of oldest to youngest. Indicate the relation to Parent/Guardian A listed in Section A of the application (i.e. child, grandchild, foster child, stepchild, etc.). If your dependents will be enrolled in any tuition charging school or agency next fall (including daycare, preschool, elementary school, high school, college, or trade school), list the name of the school, city and state where the school is located. List the grade your child(ren) will enter next fall (**2014-2015**); the amount you feel you can pay toward tuition per year, and the amount of tuition charged per student per year.

If "No" is checked for a student listed in Section C, that student will not be considered for tuition assistance. For all additional dependents, use a separate sheet.

**NOTE:** The information regarding tuition charged per student assists PSAS in making the most equitable analysis of your ability to pay for private education. If you are unsure, please estimate.

### D Household Information

**ITEM 1:** Enter total number of individuals living in the household. Include any college students claimed on the tax return. Do not include children who have moved out of the home. Include all family members dependent on and residing with the parent listed in Section A.

**ITEM 2:** Check the appropriate box indicating custodial parents' marital status. If parents are single, divorced, remarried, or separated, complete Section E.

### E Single, Divorced, Remarried, or Separated Parents

If dependent(s) parents are divorced or separated, or do not reside in the same household, the custodial parent must provide the information requested in Section E about the non-custodial parent.

Divorced, Separated, or Single Parents applying for Guided Tuition from Detroit Country Day School are required to have the child's other parent submit a PSAS Student Aid Form, with appropriate documentation. If you are a single, separated, or divorced parent, your application will not be processed unless the requirement is met. This information is requested as both parents retain the obligation to contribute to the education of their children, regardless of the terms of any divorce decree, agreements stating otherwise, or willingness to pay. The only exception to this policy is the case where the child's other parent has had absolutely no involvement in the child's life. In this situation, a letter of verification from an independent party (lawyer, member of clergy, school official, or other third party serving in a professional capacity) stating the other parent has absolutely no involvement in the student's life whatsoever, must be sent with your application.

**ITEM 4:** List the total amount of child support actually received by custodial parents listed in Sections A & B. List the total amount received and the total amount paid for **2013**.

### F Taxable Income

List all actual amounts for **2013** and estimated amounts for **2014**.

**ITEM 1:** Enter the total number of exemptions you claimed on your **2013** IRS Form 1040, 1040A, or 1040EZ.

**ITEM 2:** Enter the total **2013** taxable income earned in wages, salaries and tips for parent/guardian/other listed in SECTION A. Attach all copies of **2013** W-2 forms and/or **2013** 1099 forms from all employers.

**ITEM 3:** Enter the total **2013** taxable income earned in wages, salaries and tips for parent/guardian/other listed in SECTION B. Attach all copies of **2013** W-2 forms and/or **2013** 1099 forms from all employers.

**ITEM 4:** Enter the total net income from business (attach Schedule C or C-EZ), all rents, royalties, partnerships (attach Schedule E), and all farm income or loss (attach Schedule F). If you have received income from any of these sources and are estimating your income for **2013**, you must also fill out Section K of this application.

**ITEM 5:** Enter the total of all other taxable income from interest, dividend income (attach Schedule B if over \$400), taxable refunds, credits or offsets of state and local income taxes, alimony received, capital gain or loss (attach Schedule D). List all capital gain distributions not previously reported, total IRA distributions (if rolled-over, explain in Section L), pensions and annuities, unemployment compensation, taxable social security benefits, and any other taxable income. **Attach copies of all Form 1099/1099R, and/or Form 1098 for Interest/Dividends, Pensions/Annuities or other misc. income. Attach copies of Social Security Income statements and Unemployment Compensation documentation for year-end 2013.**

**ITEM 6:** Enter allowable adjustments to income, such as IRA payments, self-employment tax, self-employed health insurance deduction, Keogh retirement plan and self-employed SEP deductions, penalty on early savings withdrawals, and alimony paid. Add together to arrive at your total adjustments. **DO NOT** include your standard deduction or deduction amounts for each family member.

**ITEM 7:** Enter total adjusted gross income as reported on your IRS Form 1040, 1040A or 1040EZ. Attach all pages of the applicable tax form (1040, 1040A, 1040EZ) for documentation.

**ITEM 8:** Enter the Total Tax paid (not withheld) as reported on your IRS Form 1040, 1040A, or 1040EZ.

**ITEM 9a:** Enter the total of any medical and dental expenses as reported on Schedule A, line 1 of your IRS Form 1040 (attach Schedule A).

**ITEM 9b:** Enter the total amount of Charitable Contributions as reported on Schedule A, line 19 of your IRS Form 1040 (attach Schedule A).

Keep a copy of this completed application and all documentation for your records.



## G Non-Taxable Income

If you receive non-taxable income, **you must list and provide documentation of the TOTAL YEARLY AMOUNTS received in 2013** for all recipients in the household for the following: Cash Assistance (TANF), Food Stamps, Social Security income, Student loans and/or grants (received for PARENT's education), Housing assistance (Section 8, HUD, etc.), Worker's Compensation, Disability or Retirement.

**ITEM 10: Child support:** Report total amount received for **2013** for all children in the household.

**ITEM 11: Cash Assistance (TANF):** Report total amount received for **2013**.

**ITEM 12: Food Stamps (SNAP):** Report total amount received for **2013**. Do not combine with TANF or Medicaid.

**ITEM 12a:** Did you receive Medicaid in **2013**?

**ITEM 13: Social Security benefits:** Report the total non-taxable (SSA/SSD, etc.) amount received in **2013** for all recipients in household.

**ITEM 13a: Social Security benefits:** Report the total non-taxable (SSI ONLY) amount received in **2013** for all recipients in household.

**ITEM 14: Student loans and/or grants:** Report the total amount received in **2013** for PARENT'S education. Do not list loans, grants or scholarships received for dependents in Section C. Identify how much of this income was used for household expenses in **2013**.

**ITEM 15: Housing assistance:** Report the total amount received for **2013**. Identify in Section L all sources of Housing assistance (government assistance, Section 8, HUD, family/friends or other sources), including monies received toward rental/mortgage payments and/or utilities.

**ITEM 15a: Religious Housing assistance:** Report the total amount received for **2013**.

**ITEM 16: Other non-taxable income:** Report all additional non-taxable income received in **2013** including: Working for cash, Deductible IRA or Keogh payments; untaxed portions of pensions; tax exempt interest income; foreign income exclusion; Workers' Compensation; cash support or any money paid on your behalf, including support from a non-custodial parent or any other person (do not include court ordered support here); adoption and/or foster care subsidy, or any other benefit or income not subject to taxation by any government (Refugee Assistance, etc.). Identify source(s) in Section L.

**ITEM 16a: Any and all Military/VA Benefits and/or Compensation:** Provide your Leave and Earnings Statement (if applicable) and report the total amount received for **2013** of food and other living allowances paid to members of the military, veterans non-education benefits (Death Pension, Dependency and Indemnity Compensation, etc.), VA Educational Work-Study, etc. Identify source(s) in Section L.

**ITEM 17: Loans/Gifts received from friends or relatives:** Report the total amount received in **2013**.

**ITEM 18: Personal Savings/Investment Accounts:** Report the total amount used in **2013** for household expenses.

**ITEM 19: Total non-taxable income for 2013:** Add together Items 10-18.

## H Housing Information

**ITEMS 20 and 21:** If you rent your home or apartment, list your monthly rental or lease payment here, including amounts paid by household and other sources.

**ITEM 21c:** Indicate whether you are current on your monthly rental payment and if not, what the actual amount was that you paid in **2013**.

**ITEM 22a:** Determine the present value of the family home and list it. Local real estate agents should be able to help you if you are unsure.

**ITEM 22b:** Check with your lending institution and enter the amount still owed, including second mortgages.

**ITEM 22d:** Indicate whether you are current on your monthly mortgage payment and if not, what the actual amount was that you paid in **2013**.

## I Assets and Investments

**ITEM 23:** List total of current balances in cash, savings, and checking accounts. Do not include IRAs or Keoghs.

**ITEM 24:** List total current market value of money market funds, mutual funds, stocks, bonds, CDs or other securities.

**ITEM 25:** List total current market value of all retirement funds, including IRA, Keogh, 401K, and SEP plans or other retirement accounts. List total amount contributed in **2013** for Item 25a.

**ITEM 26:** Answer Items 26a and 26b for any and all investment real estate (not including the family's primary residence), if applicable. Second homes, rental properties, and land contracts should be included.

**ITEM 27:** If you own a business, check the Yes box and answer Items 27a and 27b. If you have not filed your **2013** tax return, complete Section K of this application.

**ITEM 28:** If you own a farm, check the Yes box and answer Items 28a and 28b. If you have not filed your **2013** tax return, complete Section K of this application.

## J Unusual Circumstances

Check any and all items that apply to your situation. If your circumstances require explanation beyond the scope of this application, please notify the school to which you are applying and also include a letter of explanation with this application.

## K Business Income

**Provide 2013 Business Income Estimates if you have not filed your 2013 Tax Return.**

**ITEM 1:** List estimated total GROSS business income for **2013**.

**ITEM 2:** List estimated total NET taxable business income/loss for **2013**.

**ITEM 3:** List the total amount paid by business in **2013** for home rent or mortgage.

**ITEM 4:** List the total amount paid by business in **2013** for personal automobile.

**ITEM 5:** List the total amount of personal expenses paid by business in **2013** that do not fall into one of the categories above.

**ITEM 6:** List total amount of estimated rental income received in **2013**.

If providing income estimates for more than one business, corporation or farm (Schedule C, Schedule E and/or Schedule F) please list information for each business, corporation or farm separately. Use additional sheet or Section L, if necessary.

## L Explanation

If any specific question requires clarification, write a brief explanation in this space. If your circumstances require explanation beyond the scope of this application, please notify the school to which you are applying.

## M Certification, Authorization, and Documentation Requirements

You **must** sign the form in this section. Your signature authorizes PSAS to release the form and attachments to the contracting schools indicated in Section C. By signing the form, you also certify that the information submitted is correct. This application CANNOT be processed without the appropriate signature(s) and the appropriate documentation.

## REQUIRED DOCUMENTATION

### If you have filed your 2013 IRS Form 1040:

You must submit photocopies of all pages of your **2013** Federal Tax Return Form 1040, 1040A or 1040EZ (as filed with the IRS, with all Schedules, **2013** W-2 Forms, **2013** 1099/1099R, or 1098 Forms for any wage-earning adult residing with the applicant(s)). *Do not include your State tax return unless requested.*

### If you have not filed your 2013 IRS Form 1040:

You must submit photocopies of all **2013** W-2 Forms, **2013** 1099/1099R, or 1098 Forms for any wage-earning adult residing with the applicant(s), and photocopies of all pages of your most recent Federal Tax Return Form 1040, 1040A or 1040EZ (as filed with the IRS, with all Schedules). *If this application is submitted after April 15, 2014, you must provide a copy of the 2013 Extension for Filing Request, as approved by the IRS. PSAS will conduct a preliminary review of your application, but a final Guided Tuition decision will not be made until 2013 documentation has been received by PSAS.*

### If you are an Independent Contractor or self-employed and have not filed your 2013 IRS form 1040:

You must complete Section K and submit photocopies of all pages of your most recent Federal Tax Return Form 1040, 1040A or 1040EZ (as filed with the IRS, with all Schedules), **2013** W-2 Forms, **2013** 1099/1099R, or 1098 Forms for any wage-earning adult residing with the applicant(s). *If this application is submitted after April 15, 2014, you must provide a copy of the 2013 Extension for Filing Request, as approved by the IRS. PSAS will conduct a preliminary review of your application, but a final Guided Tuition decision will not be made until 2013 documentation has been received by PSAS.*

### If you receive non-taxable income:

You must submit photocopies of your **2013** YEAR-END (01/01/13 - 12/31/13) Cash Assistance documentation (TANF, etc.), Food Stamp documentation, Housing Assistance documentation, Student loan and/or grant documentation (for PARENT's education), Social Security Income statements, showing the **TOTAL AMOUNT** received in **2013** for ALL members of the household. If you list any total for line 16, you must identify source(s) in Section L.

## Along with your application, you must include:

### Copies of your 2013 Form 1040, 1040A, or 1040EZ (all pages)

The image shows the front page of the 2013 U.S. Individual Income Tax Return (Form 1040). It includes fields for the taxpayer's name, social security number, filing status, and exemptions. The form is divided into sections for income, adjustments, and tax calculations. The year 2013 is prominently displayed.

### Documentation Checklist

- ☐ Copies of all pages of your **2013** IRS Form 1040, 1040A, or 1040EZ including all Schedules.
- ☐ Copies of **ALL** W-2 and 1099 Forms for individuals listed in Sections A and B (**All documentation should be copied on regular 8½ x 11 paper**).
- ☐ A check or money order for \$37.00 made payable to PRIVATE SCHOOL AID SERVICE. (All returned checks will incur an additional fee of \$25.00).
- ☐ Copies of all required documentation or forms for Divorced, Separated, or Single Parents per the instructions in Section E.
- ☐ Copies of all required non-taxable income documentation.

**Keep a copy of this completed application and all documentation for your records.**

### Copies of your 2013 W-2 Forms FROM ALL EMPLOYERS

The image shows the front page of the 2013 Wage and Tax Statement (Form W-2). It includes fields for the employer's name, address, and ZIP code, and the employee's name, address, and ZIP code. The form is divided into sections for wages, taxes, and other information. The year 2013 is prominently displayed.

### Copies of your 2013 1099 Forms (where applicable)

The image shows the front page of the 2013 Miscellaneous Income (Form 1099-MISC). It includes fields for the payer's name, address, and ZIP code, and the recipient's name, address, and ZIP code. The form is divided into sections for various types of income, including rents, royalties, and other income. The year 2013 is prominently displayed.

**If you do not have all of the documentation required:**

**Contact the IRS for a transcript of your complete 1040, 1040A, or 1040EZ, and any Schedules, etc. Contact your employer for a copy of your W-2. Contact the appropriate company for a copy of your 1099.**



# Avoiding the Most Common Errors

## THE MOST COMMON ERROR THAT APPLICANTS MAKE IS SENDING THE APPLICATION INCOMPLETE. IN ORDER FOR AN APPLICATION TO BE REVIEWED, IT MUST INCLUDE:

- All pages of your **2013** IRS Form 1040, 1040A, or 1040EZ (Federal Income Tax Return). **Do not send your state tax return, recap, or tax summary.** (If you have not yet filed your **2013** IRS Form 1040, or you do not file, please see the Required Documentation Section of the instructions.)
- **2013** W-2 and/or 1099 Forms for individual(s) listed in Sections A and B (**Please make sure all documentation is copied on regular 8½ x 11 paper**).
- Non-taxable income verification.
- A check or money order for the non-refundable application fee of \$37.00. All returned checks will be subject to an additional \$25.00 fee.
  - ↳ Print clearly and neatly with a blue or black ball point pen.
  - ↳ **Make a photocopy of your completed Student Aid Form and all supporting documentation for your records.**
  - ↳ Do not staple ANYTHING to the Student Aid Form.
  - ↳ Submit the original application only.
  - ↳ Affix proper postage to the envelope (applications without sufficient postage will be returned by the post office).
  - ↳ **Do not send any original documents. Originals cannot be returned.**

## PSAS CANNOT PROCESS YOUR APPLICATION IF YOU HAVE NOT INCLUDED THE REQUIRED DOCUMENTATION AND APPLICATION FEE.

## Other Common Errors

### A & B Parent, Guardian or Other Adult

List the parent, guardian or other adult responsible for tuition and any other adult residing in the household. Complete each section in its entirety, including age, social security number, and name of employer. If you are self-employed, check the box and refer to Section K. If you provide your email address to PSAS, it will be used for application related communication only. Your email address will also be provided to the organizations you list in Section C as part of your application. Your email address will not be shared with any other third party.

### C Student Information

List all dependent children, including college students, in order of oldest to youngest. *If any dependents will attend a tuition charging school next fall, fill in all columns for those children.*

### D Household Information

This section should include the total number of parents, children and other individuals residing in the household. Any household member listed as "Other" should be identified, using Section L if necessary for explanation.

### E Single, Divorced, Remarried, or Separated Parents

This section should be completed by the custodial parent with information about the non-custodial parent. Forms are to be completed by both the custodial and non-custodial parents unless documentation is provided as described in Section E of the Instructions.

### F Taxable Income

Answer Items 1–9b for BOTH **2013** and **2014**. **YOU MUST include documentation of all income received by both parents/guardians residing with the applicant(s).** If you are divorced or separated and receive child support, list the yearly amount in Section G, Item 10.

### G Non-Taxable Income

List the **YEARLY** amounts received for Items 10-19. *Remember, do not list monthly amounts.*

### H Housing Information

If you rent your home, list your monthly rental payment, including any payments made by sources other than the household. If you own your home, answer Items 22a, b, c, and d.

### I Assets and Investments

Enter the totals for Items 23, 24, and 25 based on your investment, savings, and/or checking statements. If you own rental or investment property, answer Items 26a and 26b. *You must include Schedule E from your IRS Form 1040.*

If you answered "Yes" to Items 27 or 28 and are estimating **2013** income, complete Section K of the application. *You must include Schedule C, E and/or Schedule F from your IRS Form 1040.*

### J Unusual Circumstances

Check any and all items that apply to your situation. If your circumstances require explanation beyond the scope of this application, please notify the school to which you are applying and also include a letter of explanation with this application.

### K Business Income (if estimating 2013 income)

Answer each question that pertains to your estimated income.

### L Explanation

If you feel that any specific question requires clarification and/or an explanation, write a brief summary in the space provided.

### M Certification, Authorization, and Documentation Requirements

Confirm that you have attached **ALL REQUIRED DOCUMENTATION** and that you have signed the application.