



PSAS Documentation Checklist

The documentation year required will depend on the school and the time of year that you are applying:

- If your school’s deadline is before **January 31st, 2010, 2008** tax returns and documentation are usually required.
- If you are applying after that date, most schools and programs will require **2009** tax returns and documentation. Check with your school if you are unsure.

Required

	Signed copy of your 1040, 1040A or 1040EZ Federal tax return
	Copies of ALL 1040 Federal tax return schedules
	Copies of ALL W2 and 1099 tax forms

Applicable if Any Non-Taxable Income Was Received

	Copies of Social Security Income statements
	Copies of Unemployment Compensation documentation
	AFDC/TANF Financial Benefit History and Household Summary
	Food Stamps Year-End Summary of Benefits
	Housing Assistance Year-End Summary of Benefits
	Student Loan and/or Grant Documentation for parents’ education
	Workers’ Compensation or Disability Benefits Documentation

May be Applicable for Some

	Copies of any returns filed jointly or independently by both parents when a separation or divorce took place during the year
	Extension for Filing Request when submitting after April 15th, 2010 and taxes have not yet been filed

Documentation should be included with your application. In the event that you need to send documentation in response to a hold request, please mail it to the following address:

Private School Aid Service
P.O. Box 770728
Lakewood, Ohio 44107-0034

Or fax the information to the number listed on your hold letter.