



FREQUENTLY ASKED QUESTIONS

WHO SHOULD FILL OUT THE APPLICATION?

The application should be completed by the parent/guardian with whom the student(s) resides.

If the parents are divorced or separated, then the parent having custody of the student(s) should fill out the application. If this parent does not claim the student on their tax return, the parent with custody will need to send their tax information as well as the tax information of the individual claiming the child.

If the parent submitting the application or the parent claiming the student(s) is remarried, they **MUST** provide their new spouse's information in section B, as well as their new spouse's tax information.

WHO COUNTS AS PART OF THE HOUSEHOLD (FAMILY MEMBERS)?

Every person residing in the household in which the student(s) reside is considered part of the household size. Please indicate this in Section C appropriately and provide all income documentation for each individual. Do not include children who have moved out of the home.

WHO SHOULD BE LISTED IN SECTION E?

Families should list all dependent children who will reside in the household next fall. List the student(s) for whom you are requesting tuition assistance first.

WHAT IF THE PERSON COMPLETING THE APPLICATION DOES NOT KNOW HOW MUCH THE SCHOOL(S) TUITION WILL BE FOR NEXT YEAR (FOR SECTION E)?

Families should list the tuition amount for each named student to the best of their knowledge. This information assists PSAS in making the most equitable analysis of the ability to pay for private education.

WHAT DO FAMILIES NEED TO SEND WITH THEIR APPLICATIONS?

Each family is required to send a processing fee, copies of their most recent Federal 1040 tax return, W2 and/or 1099 forms, and any other income documentation (taxable and non-taxable).

When the family is applying for tuition assistance and the school or program's family deadline is before February 1, the family is asked to supply the previous year's W2 and/or 1099 forms, their previous year Federal 1040 tax return, and any other income documentation from the previous year.

- When the family is applying for tuition assistance and the school or program's family deadline is after February 1, the family should follow the directions below:



- If the family has filed a current year Federal 1040 tax return:
 - The family must submit photocopies of all pages of the Federal 1040, 1040A, or 1040EZ tax return for the current year. They must also submit copies of all W2 and/or 1099 forms from all employers. Each family must submit their Federal tax forms. Submit State tax forms also if requested in the instructions of the application.
- If the family has not filed a current year Federal 1040 tax return:
 - PSAS requires photocopies of all current year W2 and/or 1099 forms from all employers, and photocopies of the family's Federal 1040 tax return from the previous year. If the application is being submitted after April 15, the family must also submit copies of a request for an extension.
- If one or both of the parents/guardians are Self-Employed and have not filed a current year Federal 1040 tax return:
 - PSAS requires photocopies of a previous year Federal 1040 tax return (including all schedules: A, C, E, F, etc.) and estimates of the current year income in the appropriate area on the application.
- Note: If a family qualifies for financial assistance and has not submitted a current year Federal 1040 tax return, they may be asked to do so for verification before any tuition assistance grant decisions are made.

WHAT IS "OTHER TAXABLE INCOME"?

Income from interest, dividends, taxable refund credits, or offsets of state and local income taxes, alimony received, and capital gain or loss should be included. Also, families should include all capital gain distributions not previously reported, total IRA distributions, total pensions and annuities, unemployment compensation, taxable social security benefits, and any other taxable income of any sort.

WHAT ARE "ALLOWABLE ADJUSTMENTS TO INCOME"? HOW DO FAMILIES DETERMINE WHAT TO PUT ON THAT LINE?

On a Federal 1040 or 1040A tax return the Allowable Adjustments to Income can be found on the line directly above the Adjusted Gross Income in the Adjusted Gross Income section of the form. On a Federal 1040EZ tax return the Allowable Adjustments to Income can be found in the Income section directly above the Adjusted Gross Income line.

WHERE DOES A FAMILY FIND "ADJUSTED GROSS INCOME"?

On a Federal 1040 or 1040A tax return the Adjusted Gross Income is on the last line in the Adjusted Gross Income section of the form. On a Federal 1040EZ tax return the Adjusted Gross Income is the last line in the Income Section.



WHERE DOES A FAMILY FIND "TOTAL TAX PAID"?

On a federal 1040 tax return the Total Tax can be found on the last line of the Other Taxes section of the form. On a Federal 1040A tax return the Total Tax can be found directly above the line asking for Federal income tax withheld from Forms W2 and 1099 in the Tax, Credit and Payments section of the form. On a Federal 1040EZ tax return the Total Tax can be found in the Credits, Payments, and Tax section directly above the last line of the section.

HOW DOES A FAMILY DETERMINE MEDICAL EXPENSES?

Use the total of any medical and dental expenses reported on your Schedule A line 1 of the Federal 1040 tax return. Be sure to include any cost of medical insurance paid by you.

WHAT SHOULD A FAMILY INCLUDE AS NON-TAXABLE INCOME?

Each family should include any of the following that apply to either parent/guardian:

- Child Support received for all children - Report total monthly and total annual amount received for all children for the year for which you are providing a tax return.
- Welfare (TANF) - Report total monthly and total annual amount received for the year for which you are providing a tax return. Do not report social security or housing monies with this amount.
- Food Stamps - Report total monthly and total annual amount received for the year for which you are providing a tax return. Do not report TANF monies with this amount.
- Social Security/SSIB - Report total monthly and total annual untaxed amount received for the year for which you are providing a tax return. Do not report food stamps, TANF, or housing monies with this amount. Be sure to include all amounts received for yourself, your spouse, your children, and any other household members.
- Student Loans, Grants, Scholarships for parents - Report total monthly and total annual amounts received for the year for which you are providing a tax return.
- Housing Assistance - Report total monthly and total annual amount received for the year for which you are providing a tax return. Do not report TANF or food stamp monies with this amount.
- Additional non-taxable income - List all additional non-taxable income received during the year for which you are providing a tax return, including but not limited to:
 - Deductible IRA or Keogh payments
 - Untaxed portions of pensions
 - Tax exempt interest income
 - Foreign income exclusion
 - Worker's Compensation
 - Veteran's non-education benefits (Death Pension, Dependency and Indemnity Compensation, etc.)
 - Housing, food, and other living allowances paid to members of the military, clergy, or others



- Cash support or any money paid on the families behalf, including support from a non-custodial parent or any other person (other than court ordered child support)
- Or any other untaxed benefit or income not subject to taxation by any government (Refugee Assistance, VA Educational Work-Study, etc.)

WHEN FILLING OUT THE HOUSING INFORMATION SECTION HOW DOES A FAMILY DETERMINE HOW MUCH THEIR HOUSE IS WORTH? HOW DO THEY DETERMINE HOW MUCH IS STILL OWED?

An estimate of a house's worth is sufficient. If no valuation has been performed recently a family may be able to get an idea from local real estate agents. To determine how much is still owed, the family can contact the lending institution that holds the mortgage. Make sure to include second and third mortgages.

WHAT SHOULD A FAMILY INCLUDE AS "CASH, CHECKING, AND SAVINGS"?

The family should list the total current balances in cash, savings, and checking accounts. Do not include IRAs or Keoghs.

WHEN FILLING OUT THE ASSETS INFORMATION SECTION ON REAL ESTATE, BUSINESS, AND FARM OWNERSHIP HOW DOES A FAMILY DETERMINE HOW MUCH THEY ARE WORTH? HOW DO THEY DETERMINE HOW MUCH IS STILL OWED?

An estimate of the real estate, business and/or farm's worth is sufficient. To determine how much is still owed, contact the lending institution that holds the mortgage or loan. Make sure to include second and third mortgages. If a family completes the section for a business, complete the Business Income section giving both current and the following year's estimate.

WHY IS IT NECESSARY TO SIGN THE APPLICATION, PARENTS' CERTIFICATION AND AUTHORIZATION SECTION?

The person(s) completing the application must sign the application because the signature authorizes PSAS to release the application and the attachments to the contracting schools indicated in Section E, as well as any independent funds that might apply to an application. By signing the form, the family also certifies that the information submitted is correct and they have answered all of the questions as honestly as possible. If the person(s) completing the application does not sign the application, the application will not be processed.