

# FACTS Grant & Aid Checklist

## Don't forget to send the following:

- Copy of either of the last 2 year's IRS Federal Form 1040, 1040A or 1040-EZ U.S. Individual Income Tax Return. If applicant and co-applicant file separately, we require both tax returns for the same tax year.
- Copies of all appropriate year W-2 Wage and Tax Statements for both the applicant and co-applicant Note: if you are applying before you have received all of the W-2 Wage and Tax Statements, please submit them as soon as they become available.
- Copies of all supporting tax schedules if you have income from any of the following\*:
  - Business** – (Form 1040 Line 12) Attach Schedule C or C-EZ and Form 4562 Depreciation and amortization.
  - Farm** – (Form 1040 Line 18) Attach Schedule F and Form 4562 Depreciation and Amortization
  - Rental Property** – (Form 1040 Line 17) Attach Schedule E (page 1)
  - S-Corporation** – (Form 1040 Line 17) Attach Schedule E (page 2), Form 1120S (4 pages), Schedule K-1 and Form 8825
  - Partnership** – (Form 1040 Line 17) attaché Schedule E (page 2), Form 1065 (5 pages), Schedule K-1 and Form 8825
  - Estates and Trusts** – (Form 1040 Line 17) Attach Schedule E (Page 2), Form 1041 and Schedule K-1

**\*Important: If you file a tax return but do not have W-2 wages because you are self-employed, you will be required to submit a copy of your 2012 Federal Form 1040 Tax Return.**

- Copies of all supporting documentation for household Non-Taxable Income such as: Social Security Income, Welfare, Child Support, Food Stamps, Workers' Compensation, and Temporary Assistance for Needy Families (TANF).

**Please allow 2 to 4 weeks for your application and supporting tax documents to be processed. We are unable to verify receipt of documents until they are scanned into our system, which takes approximately 2 weeks. Faxed applications will not be accepted. Application deadlines are set by the school or institution awarding the scholarships. If you are applying after a given deadline date, please contact your school or institution to ensure that your application will be accepted. It is recommended that you keep a copy of your application for your records.**

**NOTE:** Award decisions are not made by FACTS, but by the organization providing the scholarship.