FACTS Grant and Aid Application Checklist

This checklist can give you an idea of what questions to expect/prepare to answer on the FACTS Grant and Aid application. Since the institution may customize portions of the application, keep in mind that some of these questions may not appear on your application. There may also be additional information the institution and/or organization requests you to answer that is not included on this list.

1. **Student Information** (You will enter information for all students attending a tuition charging school)
   - ☐ Student Social Security number
   - ☐ Student date of birth
   - ☐ The amount of tuition you can pay for each student (annual amount)
   - ☐ If tuition responsibility for the student is shared with another person (who is not included on your application), what percentage of the tuition are you responsible for, i.e. 50%, and what is the name of the other responsible party

2. **Income**
   - ☐ Adjusted Gross Income for the applicant and/or co-applicant from most recent Federal Income tax return

3. **Nontaxable Income** (amount received and frequency)
   - ☐ Child support
   - ☐ Alimony received
   - ☐ Temporary Assistance for Needy Families (TANF)
   - ☐ Welfare
   - ☐ Supplemental Nutrition Assistance Program (SNAP)
   - ☐ Tuition support from friends/relatives/employers
   - ☐ Workers' compensation
   - ☐ Housing allowance (military, religious, parsonage, etc.)
   - ☐ Tax-Exempt Interest
   - ☐ Social Security (for all household members)
   - ☐ Any other nontaxable income received

4. **Decrease of income**
   - ☐ If a decrease in income is expected, provide the reason(s) why and your anticipated income

5. **Expenses**
   - ☐ Rent/Mortgage payment (include principal, interest, taxes, and home insurance)
   - ☐ 2nd home mortgage payment
   - ☐ Monthly home equity loan payments
   - ☐ Monthly alimony payments
   - ☐ Year, make/model and monthly payment for all vehicles leased or owned (including those that don't have a monthly payment; do not include any vehicle insurance expenses)
   - ☐ Vehicle insurance
   - ☐ Total credit card debt & minimum amounts due on statements
   - ☐ Student loan payments for family members no longer attending college
   - ☐ Other monthly loan payments (do not include cell phone, utilities, or other living expenses)
   - ☐ Child support payments
   - ☐ Health insurance premiums paid per month (amount and how it is paid = pre-tax payroll, direct to insurance company, etc.)

- ☐ Out-of-pocket medical expenses (not paid by insurance)
- ☐ Charitable contributions
- ☐ Number of family members attending college in fall, and your total out of pocket cost
- ☐ Number of children you pay child/day care expenses beginning in fall, and annual expected cost
- ☐ Number of people for whom you pay elder care expenses, and total expected cost

6. **Assets**
   - ☐ Value of cash, savings, and/or checking accounts
   - ☐ Value of stocks, bond investments, mutual funds, and/or certificates of deposit
   - ☐ Value of all 529 plan accounts and expected annual contribution to 529 plan account
   - ☐ Value of all retirement plan assets and expected annual contribution to retirement plan
   - ☐ Estimated value & amount owed on your home
   - ☐ Estimated value & amount owed on your second home

Required Tax Documents

Once the application has been completed, FACTS will request you to submit/upload any required tax documents once they are available. Depending on your application, some or all of the following documents may be required.

- ☐ Copy of U.S. Individual Income Tax Return, supporting schedules, and business returns
- ☐ Copies of W-2 Wage and Tax Statements
- ☐ Copies of supporting documentation for household nontaxable income

A complete list of required documents will be available once you have submitted your application with instructions on how to upload your documents.