

# FACTS Grant & Aid Checklist

## Don't forget to send the following:

- Payment of the \$25.00 nonrefundable application fee. (If payment was submitted online, please disregard).
- Signature required for paper applications only. Paper applications received without a signature will not be processed.
- Copies of your most recent 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. We do NOT accept State tax returns.
- Copies of all 2009 W-2 Wage and Tax Statements for both you and your spouse. NOTE: If you are applying before you have received all 2009 W-2 Wage and Tax Statements, please submit them as soon as they become available.
- Copies of supporting tax schedules if you have income from\*:
  - Business – Attach Schedule C or C-EZ (Form 1040) and Form 4562 Depreciation and Amortization
  - Farm – Attach Schedule F (Form 1040) and Form 4562 Depreciation and Amortization
  - Rental Property – Attach Schedule E (Form 1040)
  - S-Corporation – Attach Schedule E (Form 1040), Form 1120S (4 pages), Schedule K-1 and Form 8825
  - Partnership – Attach Schedule E (Form 1040), Form 1065 (5 pages), Schedule K-1 and Form 8825
  - Estates and Trusts – Attach Schedule E (Form 1040), Form 1041, 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 2009 federal tax return.
- Copies of all supporting documentation for the household Social Security Income, Welfare, Child Support, Food Stamps, Workers' Compensation, and Temporary Assistance for Needy Families (TANF).

**Please allow 3 to 4 weeks for your application to be processed. 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.**

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