

# FACTS Grant & Aid Checklist

## Don't forget to upload, fax or mail the following:

- Payment of the \$30.00 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.
  - Copy of 2014 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. Please make sure Social Security Number on application matches the Social Security Number on the Tax Return.
  - Copies of all 2014 W-2 Wage and Tax Statements for both the applicant and co-applicant. NOTE: If you are applying before you have received all the 2014 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 (5 pages), Schedule K-1 and Form 8825
    - Partnership – (Form 1040 Line 17) Attach 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 2014 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). If you do not file a tax return, documentation of Non-Taxable Income is required.

**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 7 to 10 business days. 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.