

Application for Financial Aid
School Directions

Program Directions: 2017-2018 School Year

Program Name: Highland Catholic School

Program ID: SP233400000

Who is Eligible to Apply?

Students entering grades K 1st 2nd 3rd 4th 5th 6th 7th 8th are eligible to apply for aid for the 2017-2018 school year.

Notice of Financial Aid

All final decisions regarding financial aid are made by **Highland Catholic School**. TADS does not have this information.

Applying Online

Go to www.mytads.com click on parents and then click on financial aid. Please select your state and then city where the school is located. Your online application will be pre-populated with the necessary school specific items.

Preparing your Application for Mailing

1. You must include photocopies of all supporting documentation requested on the application. Please do not send originals.
2. Supporting documentation must be sent right away so processing doesn't delay:
 - (a) Most recent W2 statements
 - (b) Most recent paystub
 - (c) Most recent federal tax form
 - (d) Most recent corporate tax return, if applicable
 - (e) Documentation for all other sources of income (social security, welfare, food stamps, unemployment, child support, workers compensation, etc.)
 - (f) Any 1099's
3. Please do not send in a paper application if you have completed an application online.

Form – Section 22: List of Tuition Charging Schools

Use the School IDs listed below for each dependent attending a tuition charging school for the 2017-2018 school year. Use the School ID 99999 to describe a school not listed below.

*Please Note: Although TADS has agreed to send copies of your Financial Need Report to the following schools and institutions when requested by applicants in section 22, schools using a different financial aid reporting service may require families to complete a separate application form. These schools are indicated by *.*

Form – Section 24: Special Code Information

Please select the special code that best describes you and enter it in section 24. Some school tuitions are dependent on these classifications.

Parishioner	Code Number: PP001
Other	Code Number: PP003
Non Parishioner	Code Number: PP002

Form – Section 25: Application Processing Fees

1. Required Processing Fee: \$34

If you do not enclose this entire fee with your application, TADS will not be able to process your application. Make checks payable to TADS.

2. Corporation/Partnership/Trust Processing Fee: \$19

You are required to pay this fee if you have filed any of the following IRS forms; Form 1041, Form 1065, Form 1120-A, Form 1120, or Form 1120S.

3. Parental Report Fee (Optional): \$8

By ordering this report, you will be able to review the accuracy of the information that TADS has taken from your application form and see your application status. Your report will be sent about 5 working days after your report has been audited/reviewed. Please Note! This report does not show the amount of assistance you may receive from your school.

School Listing

Anoka		Golden Valley	
St. Stephen School	SchoolId: 23412	Good Shepherd School	SchoolId: 23360
Arden Hills		Hastings	
Gentry Academy	SchoolId: 23453	Kids Kare Center	SchoolId: 23445
Belle Plaine		Pine Harbor Christian Academy	SchoolId: 23444
Our Lady of the Prairie School	SchoolId: 23359	St. Elizabeth Ann Seton School	SchoolId: 23375
Blaine		Jordan	
Way of the Shepherd School	SchoolId: 23419	St. John the Baptist School	SchoolId: 23383
Bloomington		Lakeville	
Nativity of Mary School	SchoolId: 23354	All Saints Catholic School	SchoolId: 23330
Brooklyn Ctr		Le Sueur	
St. Alphonsus School	SchoolId: 23368	*St. Anne Elementary School	SchoolId: 23369
Brooklyn Park		Little Canada	
St. Vincent De Paul	SchoolId: 23421	Saint John School of Little Canada	SchoolId: 23387
Buffalo		*Saint John's Church of Little Canada Faith Formation	SchoolId: 23448
*St. Francis Xavier School	SchoolId: 23377	Mahtomedi	
Chanhassen		St. Jude of the Lake Catholic School	SchoolId: 23394
St. Hubert School	SchoolId: 23380	Maple Grove	
Chaska		Ave Maria Academy	SchoolId: 23438
Guardian Angels School	SchoolId: 23339	Maple Lake	
Cologne		St. Timothy School	SchoolId: 23414
*St. Bernard School	SchoolId: 23371	Maplewood	
Columbia Heights		Hill-Murray School	SchoolId: 23321
Immaculate Conception School	SchoolId: 23347	*Presentation of the Blessed Virgin Mary School	SchoolId: 23362
Coon Rapids		St. Jerome School	SchoolId: 23381
Epiphany School	SchoolId: 23337	Mendota Heights	
Crystal		St. Thomas Academy	SchoolId: 23325
St. Raphael School	SchoolId: 23410	The Visitation School	SchoolId: 23319
Deephaven		Minneapolis	
St. Therese School	SchoolId: 23413	Annunciation School	SchoolId: 23329

Delano		*Ascension School	SchoolId: 23332
St. Maximilian Kolbe Catholic School	SchoolId: 23407	*Carondelet Catholic School	SchoolId: 23334
Eagan		Cristo Rey Jesuit High School	SchoolId: 23437
*Faithful Shepherd Catholic School	SchoolId: 23338	DeLaSalle High School	SchoolId: 23320
Eden Prairie		Minneapolis Hockey Association	SchoolId: 23455
*Academy of Future Leaders	SchoolId: 23446	Our Lady of Peace School	SchoolId: 23357
*Academy of Future Leaders	SchoolId: 23447	*Risen Christ School	SchoolId: 23363
Edina		Saint John Paul II Preparatory	SchoolId: 23361
Chesterton Academy	SchoolId: 23440	St. Helena School	SchoolId: 23379
*Our Lady of Grace School	SchoolId: 23356	Minnetonka	
Excelsior		Notre Dame Academy	SchoolId: 23348
St. John the Baptist Catholic Montessori School	SchoolId: 23386	Montgomery	
Faribault		*Most Holy Redeemer School	SchoolId: 23352
Bethlehem Academy	SchoolId: 23318	Mound	
Divine Mercy	SchoolId: 23335	Our Lady of the Lake Catholic School	SchoolId: 23358
Peace Lutheran Preschool	SchoolId: 23443	New Brighton	
Forest Lake		St. John the Baptist School	SchoolId: 23384
St. Peter School	SchoolId: 23406	New Prague	
Fridley		St. Wenceslaus School	SchoolId: 23415
Totino-Grace High School	SchoolId: 23326		

School Listing Cont...

North St. Paul		Saint Paul	
St. Peter School	SchoolId: 23408	St. Thomas More	SchoolId: 23349
Northfield		Savage	
St. Dominic Elementary School	SchoolId: 23374	St. John the Baptist Catholic School	SchoolId: 23382
Oakdale		Shakopee	
Transfiguration School	SchoolId: 23416	Shakopee Area Catholic School	SchoolId: 23367
Plymouth		Shoreview	
Providence Academy	SchoolId: 23315	St. Odilia School	SchoolId: 23403
Prior Lake		South St. Paul	
St. Michael School	SchoolId: 23401	Holy Trinity School	SchoolId: 23346
Richfield		Minneapolis	
Academy of Holy Angels	SchoolId: 23316	St. Charles Borromeo School	SchoolId: 23372
Blessed Trinity	SchoolId: 23333	St. Louis Park	
Cub Club and Club Tiger	SchoolId: 23451	Benilde-St. Margaret's School	SchoolId: 23317

Robbinsdale		Holy Family Academy	SchoolId: 23343
Sacred Heart School	SchoolId: 23364	Stillwater	
Rogers		St. Croix Catholic School	SchoolId: 23373
Mary Queen of Peace	SchoolId: 23350	Vermillion	
Rosemount		St. John the Baptist School	SchoolId: 23385
St. Joseph School	SchoolId: 23392	Victoria	
Roseville		Holy Family Catholic High School	SchoolId: 23322
Saint Rose of Lima School	SchoolId: 23411	Waconia	
Saint Michael		St. Joseph School	SchoolId: 23393
*St. Michael Parish School	SchoolId: 23400	Wayzata	
Saint Paul		Holy Name of Jesus School	SchoolId: 23344
Cretin-Derham Hall	SchoolId: 23312	St. Bartholomew Catholic School	SchoolId: 23422
Highland Catholic School	SchoolId: 23340	Webster	
Holy Spirit Elementary School	SchoolId: 23345	Holy Cross Catholic School	SchoolId: 23342
Maternity of Mary-St. Andrew School	SchoolId: 23351	West St. Paul	
Mounds Park Academy	SchoolId: 23442	Community of Saints Regional School	SchoolId: 23402
Nativity of Our Lord School	SchoolId: 23355	St. Joseph's School	SchoolId: 23391
Saint Agnes School	SchoolId: 23323	White Bear Lake	
Saint Mark School	SchoolId: 23395	Frassati Catholic Academy	SchoolId: 23441
Saint Mark's Summer Program	SchoolId: 23452	Winsted	
Saint Peter Claver School	SchoolId: 23405	Holy Trinity Winstead	SchoolId: 23429
St. Pascal Baylon School	SchoolId: 23404	Woodbury	
		Saint Ambrose of Woodbury	SchoolId: 23365
		Zumbrota	
		Christ Lutheran School	SchoolId: 23449
		*Kids of Christ Preschool	SchoolId: 23454

We recommend completing this form online. It's easy, fast and secure.
Visit <http://www.mytads.com/> to begin the online application.

Please be careful as you complete this application form:

1. Financial Aid Application Forms that are incomplete, torn or are very poorly completed may have to be returned to the household and resubmitted.
2. Print clearly with all **CAPITAL LETTERS** in boxes.
3. If a question does not apply to you, leave it blank (no lines through boxes, no 'n/a' markings, etc.); any markings other than relevant letters and numbers will lengthen processing time.
4. **Use a ball-point pen with black ink;** do not use red ink or pencil.

You will need the following items before you begin:

1. The following supporting documentation:
 - Most recently filed federal taxes
 - Most Recent W-2's received by all Parents/Guardians listed on application
 - Recent pay stubs of jobs that Parents/Guardians currently hold
 - All documentation that establishes how much miscellaneous monthly or yearly income you currently receive (i.e. welfare, food stamps, unemployment, workers' compensation)
 - All corporate, partnership and trust tax forms, if a Parent/Guardian owns 20% or more interest in a corporation or partnership or if any member of the household owns 20% or more interest in a trust
2. A ball-point pen with BLACK ink; NO PENCIL or other colored ink. Please print firmly, ensuring that letters are dark.
3. School Directions for your school. These instructions will give you the details about your particular school's requirements. If you do not have the School Directions document, you will need to obtain these from the school before filling out this form (please read this document and the School Directions before beginning).

How to mark CIRCLES:

- = Not Selected
- = Selected
- ✘ = Corrected Error (no longer selected)

How to enter information into BOXES:

The following are examples of letters and numbers that **can** be easily read by our computers and staff. All the letters are capitalized, all characters are entirely within the box and every character is darkly printed:

A B 9 = Every box here is acceptable

The following are examples of letters and numbers that **cannot** be easily read by our computers and staff:

a = Should be capitalized B = Too light
9 = Not entirely in the box F = Illegible

Correcting information you printed in a BOX:

Completely blacken the box and print the new character above, below or to the side of the box.

A ■ C or A B ■ C = Both are acceptable
B

OR completely white-out the original character and write over it.

Use the following step-by-step instructions and the included FAQs to help you fill out the form. If you still have questions, contact us on the web at <http://www.mytads.com/> or by phone at 1.800.477.8237.

This Form Is Available For You To Complete Online

Point your browser to <http://www.mytads.com/> to apply online.

What are the advantages of completing this form online?

The TADS online **A+ Application Wizard** walks you step-by-step through the online application, offering tips throughout the process. Along with fewer errors and more comprehensive help features, you are able to talk to us within your internet browser if you have any questions.

Highland Catholic School ID: 23340

Another feature of our online system is speed. Completing the online form and faxing in your supporting documentation ensures that your application will be immediately processed.

As soon as you complete the online form, your school administrator will have access to our preliminary calculations.

General Information & Frequently Asked Questions

– continued on page 4

Who should complete this Financial Aid Application Form?

A parent, stepparent or guardian who lives with the student(s) applying for aid should complete the application. Some schools also require the non-custodial parent to complete this form (see School Directions).

Who needs to furnish financial information for the Financial Aid Application Form?

Parents/Guardians. TADS defines Parents/Guardians as the one or two adults living in the household who have primary financial or parental responsibility for the household. If the mother and father are living in the household, they are Parents/Guardians and must be listed on the application even if one or both are unemployed.

Who will receive your Financial Need Report?

After analyzing your household finances, TADS will send a report to the schools from which you received the application (you can only use the application for the schools listed on the School Directions). If a school is not listed on the School Directions, you will need to contact that school for a separate application and School Directions.

You can request a Parental Report, which gives you much of the information sent to the school. It has less information than the School Report, but will tell you how TADS interpreted the data from your application and what items it found confusing, if any.

What if I can't send all documents on time?

If you do not have all of the documents ready when you send in your application, you may fax or upload the documents to us later as long as we receive them by the DEADLINE. After the deadline, we cannot make any changes unless requested by the administrator.

What if I have additional circumstances that do not quite fit the information on the form?

TADS has designated a section on the Financial Aid Application (Page 3, Section 20, Special Circumstances) for households to indicate whether or not they have special circumstances that they would like a school to consider. Our suggestion is to first look at that section (filling it out, however, is completely optional) and if you have other circumstances that you would like to write about, please add a letter explaining those circumstances. Please print at the top of the letter "ADDITIONAL CIRCUMSTANCES." Also, write your Form ID Number at the top of the letter.

NOTE: If an item or question does not have instructions written here, read the item carefully and enter the information. If the item on the application does not apply to you, please leave it blank.

If you run out of room for any items on the application form (i.e., you have seven children, two more than the form will accommodate), please contact your school administrator for an addendum to the form.

SECTION 1. Parent/Guardian Information

A Parent/Guardian is an adult who has parental responsibility or shares fiscal responsibility for the dependent children in the household (this includes significant others living in the household). If there are two parents/guardians/family members in the house, list them both even if unemployed. Do not list divorced parent not living in the household.

SECTION 2. Household Address Information

Please make sure to enter a home phone number. This is necessary in order for TADS to assist you with the status of your application or locate your application in our system for any questions. If you enter an e-mail address, please be careful to enter an address that you regularly use, as we will use this address as the primary method of communication. We will keep this email private and will never disclose it to other parties.

SECTION 3. List all Jobs Held by Parents/Guardians

If Parents/Guardians have held more than four jobs since January 1, 2016, please see your financial aid administrator for an addendum. If a Parent/Guardian only received a Form 1099, enter that in Section 4.

- 2016 Actual Gross Income: This value can be found in Box 1 of your 2016 W-2. If you do not have your 2016 W-2 yet, use the year-to-date total off of your last December 2016 paycheck. You may fax the W-2 in later as long as it is before the application deadline.
- 2017 Estimated Gross Income for this job: If you estimate that your 2017 income from a job will be lower than 2016 income, please attach an explanation of why you believe that will happen.

SECTION 4. List Business, Farm, Corporation, Partnership, Trust and Miscellaneous Income (all non-W2 business income)

Complete this section even if the business recently closed, or has just opened. Find your relevant tax form below and enter the corresponding line number values for each field on the application. For example: If you filed Form 1065 because you are involved in a Partnership, you should find 'Partnership - Form 1065' in the section below. You will then notice that there are two numbers, **5.** and **6.** Listed after each number is the action you need to take for that item. Continuing with the Partnership example, you would look at **5.** and notice that it says 'Line 22'. Find Line 22 on the Partnership Form 1065 and enter that number into **5.** 2016 Actual Net Profit on this application.

You are required to submit all tax documentation, profit and loss statements and balance sheets along with your application.

Group 1: No additional fee is required if you submitted tax documentation to the federal government for the following group:

Miscellaneous Income - Form 1099

5. Line 7 **6.** Leave blank

Profit/Loss from Business - Schedule C

5. Line 31 **6.** Line 13

Profit/Loss from Business - Schedule C-EZ

5. Line 3 **6.** Leave blank

Profit/Loss from Farm - Schedule F

5. Line 34 **6.** Line 14

Estates and Trusts - Form 1041

5. Line 22 **6.** Leave blank

Partnership - Form 1065

5. Line 22 **6.** Line 16c

Group 2: An additional processing fee is required if you submitted tax documentation to the federal government for the following group (see School Directions for fee information):

Corporation (Short Form) - Form 1120-A

5. Line 26 **6.** Line 20c

Corporation - Form 1120

5. Line 30 **6.** Line 20

S Corporation - Form 1120S

5. Line 21 **6.** Line 14c

SECTION 5. Other Monthly Income

10. Housing allowance should be cash received rather than actual housing given.

SECTION 6. Other Yearly Income

1. 2016 Interest & Dividends: This value is found by adding lines 8a, 8b, 9a and 9b on your 1040 tax return form.

6. and 7. Include any income that is not accounted for elsewhere on this application.

SECTION 7. If You Pay Rent

Enter the amount you pay for rent alone; do not include utility expenses unless they are built in to your monthly rental payments. If you do not own a home and do not pay rent, please mark item **9.** in Section 20.

SECTION 8. Yearly Energy Expenses

If you rent, do not include these expenses if they are already included in monthly rental payments. Homeowners should report expenses.

SECTION 9. Assets and Expenses - Home

Fill out this section if you are a homeowner.

4. Current Market Value: If you have not had a recent appraisal on your property, use the most recent Real Estate Tax Assessment.

5. Amount Owed on Home Loans/Mortgages: Make sure to include any second mortgages in this figure.

10. 2016 Rental Income: Include rent or mortgage contributions from others living in home.

SECTION 10. Assets and Expenses - Real Estate other than Home

Fill out this section if you own any other properties in addition to your home, including rental properties, land, etc.

4. Current Market Value: If you have not had recent appraisals done on your properties, use the most recent Real Estate Tax Assessments.

6. Total Monthly Loan/Mortgage Payment: List total monthly mortgage or loan payments for all properties other than home.

7. 2016 Gross Property Income: List the total yearly gross income for properties other than home.

8. 2016 Gross Property Expenses: List total expenses for properties. Do not include principal paid on loan or mortgage amounts.

SECTION 11. Assets and Debt - Automobiles

Please enter market value and current debt for the vehicles that you own in items **1., 2. and 3.,** and requested information for the vehicles that you are leasing in **4. and 5.**

6. Yearly Total of Vehicle Insurance Cost: Please enter the yearly cost of insurance for all vehicles that you either own or lease.

SECTION 12. Assets - Recreational Vehicles/Boats

1. Value: Include market value for all recreational vehicles that you own. A few examples of recreational vehicles are: Motor homes, boats, motorcycles, all terrain vehicles, personal watercrafts, snowmobiles and dune buggies.

2. Debt: Please list amount you owe for all of the recreational vehicles that you own.

Item-by-Item Instructions**SECTION 13. Assets – Cash, Stocks, etc.**

1. Checking, Savings, Cash, CD's: List current value of these accounts, along with cash on hand.
2. Stocks, Securities, Bonds, Mutual Funds: List current value of these accounts.

SECTION 14. Assets – Retirement Plans

1. 2016 Contribution – Household: Enter the total amount that Parents/Guardians contributed towards these funds during 2016. If year 2016 contributions are still pending, please estimate total.
2. 2016 Contribution – Employer: Enter the total amount that employers of Parents/Guardians contributed toward these funds during 2016. If year 2016 contributions are still pending, please estimate total.
3. Current Total Value: Enter the total amount that these funds are worth. This value is not just the sum of **1.** and **2.**, but rather the total worth of the funds from a recent statement. If year 2016 contributions are still pending, please estimate total.

SECTION 15. Medical Expenses

1. Medical/Dental and 2. Prescription Drugs: List only out-of-pocket expenses that will not be, or have not been covered by insurance. Include co-pay amounts here.
3. Annual Insurance Premiums: If you pay insurance premiums, list the corresponding amounts here. Please list the total amount you pay in a year.
4. Medical Insurance: If your employer pays for all of your medical insurance (no other amounts taken out of paycheck), fill in 'All'. If contributions are taken out of paychecks for medical insurance, fill in 'Some'. If you do not have medical insurance, or if the complete burden is placed on the family (no assistance from employer), fill in 'None'.
5. Dental Insurance: Same directions as above.

SECTION 16. Alimony and Child Support Payments

No specific directions for this section.

SECTION 17. Day Care and/or Elderly Care Expenses

Do not include pre-kindergarten, as this is considered a school expense which should be listed in Section 22.

SECTION 18. Charitable Giving

If you made tax deductible donations to non-profit organizations in 2016, list the three organizations you donated the most to and the amount of those donations.

SECTION 19. Miscellaneous Debt

List the total outstanding dollar amount in each item. Do not include medical debt, vehicle debt, home loans, second mortgages or home equity loans. If you have more than one credit card, add all card balances together and enter the total amount. Documentation of any debt may be required.

5. Education – Dependents: List the total amount of education debt owed for dependents. Do not include dependents' tuition amount for the 2017-18 school year, list this amount in Section 22.
7. Other Debt: List the amount of debt excluding all other debt previously listed.

SECTIONS 20 AND 21

No specific directions for this section.

SECTION 22. List all Tuition Charging Schools, Including Colleges and Public Universities

Please read the instructions in Section 22 thoroughly. LIST ALL TUITION CHARGING SCHOOLS including Colleges and Universities being applied to by dependents. Please note the School A, B, C, & D listed next to each school. You will need to clarify which dependent is attending which school in the next section, Section 23. If there are more than four schools, please ask for an addendum from your school administrator and enter those schools on that form.

3. School ID: Your school ID is found on the School Directions page that you were given along with this application. If you did not receive the School Directions page, please contact your school for the code. **Highland Catholic School ID: 23340**
4. Estimate the total tuition amount Parents/Guardians will pay during the 2017-18 school year for all students attending this school: Example: A dependent is attending a college where tuition is \$10,000. The dependent has a scholarship worth \$2,500. The dependent has also secured student loans of \$4,000 and will be responsible for this amount. The Parents/Guardians will pay the remaining \$3,500 during the school year. Therefore, \$3,500 is the amount to enter in this section.

SECTION 23. List all Dependents in the Household

If you have more than five dependents, please see your financial aid administrator for the appropriate addendum forms. Definition of "Dependent": Any child that you can claim on your 1040 tax form is a dependent. In addition, any child who is living in your household for six months or more per year and who is under age 18 qualifies as a dependent. If you are a non-custodial parent, all children applying for financial aid should be listed as dependents, even if not living in your household and not on your taxes. Do not list Parents/Guardians in this section.

5. Grade 2017-18: Be sure to enter the grade the dependent will be in for the school year 2017-18. Use '0' for no grade, 'P' for pre-school, 'K' for kindergarten, and '13' for any post high school education.
6. Refer to Section 22 for school designations. Choose at least one school from Section 22 for each dependent. Mark A, B, C, etc. to indicate which school(s) each dependent will apply to for 2017-18. Make a choice for each dependent. Use 'X' to indicate that the dependent is attending a school with no tuition charges and use 'Z' to indicate that this dependent is not in school.
7. Dependent Earnings in 2016: If a dependent held a job in 2016, list the earnings in this section. Do not list Social Security income or earnings from stocks, securities, etc.
8. Dependent Current Savings: Do not include 529 College Savings Plans in this figure.
9. Amount Dependent Can Contribute: If a dependent is working or has savings, most schools will expect the dependent to contribute something toward his/her own education. What do you think is reasonable for this dependent to contribute?
10. Expenses – Bus, Books, Uniforms, etc.: Include expenses that the school requires you to pay outside of tuition costs. Do not include optional expenses such as fees to play sports or fees for other extracurricular activities, or expenses such as lunch or gas.
14. Attending School half days? and 15. Days per week in school? These questions apply mostly to pre-school, kindergarten and boarding children. If a child is scheduled to attend fewer than five days a week, indicate the number of days that are scheduled. Indicate whether or not the child is on a half-day program.

SECTION 24. Special Code Information

Some schools require applicants to fill in a special code as a requirement for financial aid. This code is very important, as TADS cannot process your application without it. Check your School Directions to see if a special code is listed, if not, leave this section blank.

SECTION 25. Application Processing Fees

See School Directions for details. TADS cannot process your application without payment.

5. If you are paying by credit card, make sure that the address listed in Section 2, item **1.** is your correct billing address.

Once you have completed the TADS Application Form, the following tasks must be completed:

- Make a copy of your application for reference (this is optional, although recommended).
- Write down your Form ID# (found on the upper-left hand corner of the paper application) or TADS ID# (if you completed the application online). You will need this number in any correspondence with us, and also to check your application status online at <http://www.mytads.com/>
- Make copies of the following documents, write your Form ID# (or TADS ID# if you completed the application online) on the top of the copies, and send them in with the completed application (or fax them in separately):

All applicants must include:

- The first page of your most recent 1040, 1040A or 1040EZ tax return
- Most recent W2 for each job
- Your most recent paycheck stubs for each job
- All Social Security income documentation, if applicable

If you own a business, trust or receive rental income, you must also include:

- All pages of your most recent 1040 tax return
- Most recent Form 1120, Form 1120S, Form 1065, or form 1041
- If you have any special circumstances you would like to write about, make sure to include a typed or written sheet with your documentation.
- Include payment with your application. TADS cannot process your application without payment. See School Directions for details.
- For your security and privacy, feel free to black out any sensitive account numbers on your documents (SSN, etc.).

General Information & Frequently Asked Questions

– continued from page 1

May I write explanations to items on the application?

No, any text that is outside of the designated boxes and not a direct answer to that particular item is disregarded. If you have a Special Circumstance that needs to be brought to our and your school's attention, please attach a separate sheet of paper to your submitted documentation. Do not attach 'sticky notes' to the application or to your documentation.

I don't have access to a fax machine. Can I scan in my documentation and upload to TADS online?

Yes! Visit <http://www.mytads.com/> and follow the directions given. High quality pdf's are preferred, although we accept most file formats.

I do not have the required tax documentation that you have asked for. What should I do?

Include the most recent tax documentation you have available. If you are asked for a specific line from a tax document that you have not yet completed, please estimate the amount.

I don't have my W-2 yet. What should I send?

Send us a copy of your year-end pay stub.

What if my spouse and I are divorced?

Do not list divorced Parents/Guardians who do not reside in the household. Only list information for people living in your household.

I am confused about a question. Can TADS help me?

Yes, feel free to contact us and we will attempt to help you resolve your question. See the following 'Contact TADS' section for information.

I mailed my application and need to make a correction. What should I do?

You may call TADS and we will make the correction for you. Please allow a week to pass before you call with corrections.

Can I receive an additional application?

Please contact your school or organization for an additional paper application.

May I fax this application to TADS?

Sorry, we cannot accept faxed applications. If you are pressed for time, the best way to apply is on the Web at: <http://www.mytads.com/>.

Am I required to purchase the Parental Report?

No. The Parental Report is made available to you for the purpose of double-checking for errors that may have been made on your application.

Can TADS tell me if I qualify for aid or not?

TADS cannot disclose information about the results of your application. Your school will supply you with any results.

When will I find out if I qualify for aid?

Each school is unique. Please contact your school administrator for the date award notices will be given.

How do I make a correction to this form?

Simply write a line through the item that you made an error on and write the correct answer above or below the error. You may also white-out the error and write over it.

What is the quickest way to apply?

The easiest and quickest way to apply is to complete the online application at <http://www.mytads.com/>.

How can I check on the status of my application?

You may check the status of your application online at <http://www.mytads.com/>. You will need your Form ID#, found on the upper left-hand corner of the application. The only information available is whether the application has been received and processed or not.

Contact TADS**Online Chat, E-mail, Telephone or Fax:**

We are available to assist you with questions in filling out your application or to check the status of your application through the following:

- Online Chat:** Go to <http://www.mytads.com/> and click on the icon for live help. You will be connected to a TADS representative.
- E-mail:** help@tads.com
- Toll-free:** 1.800.477.8237 Monday through Friday, 8:00 a.m. to 8:00 p.m. Central Time.
- Telephone:** 612.548.3320 Monday through Friday, 8:00 a.m. to 8:00 p.m. Central Time.
- Fax Number:** 612.548.3326