

# FACTS Grant & Aid Checklist

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

- Payment of the \$34.00 nonrefundable application fee. (If payment was submitted online, please disregard).
- Copy of 2019 IRS Federal Form 1040, or 1040A. 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 2019 W-2 Wage and Tax Statements for both the applicant and co-applicant. NOTE: Please submit copies of your 2020 W-2 Wage and Tax Statements by April 20, 2021.
- 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 2019 Federal Form 1040 Tax Return.**

If you do not file a tax return, you will be required to submit copies of Non-Taxable income.

- 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 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.