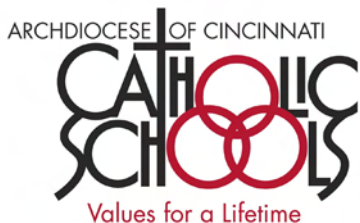


**Student Aid Form  
2011-2012**

Ascension Catholic School  
 Kettering, OH  
 School Code: 3865 (CINC)  
 PSAS: 0518 P-S-N-B (K-8)

PARENT LAST NAME

Please make sure that this application is sent to PSAS by the earliest deadline applicable for your family:

1. If any of your children will be applying to or attending a **Catholic High School**, this application must be postmarked by **MARCH 1, 2011**.
2. If your child is applying to a CISE school (and you **do not or will not** have any children in a Catholic High School), this application must be postmarked by **APRIL 16, 2011**.
3. If your child is applying to a Catholic Elementary School and you **do not or will not** have any children in a Catholic High School), this application must be postmarked by **APRIL 1, 2011**.

**NOTE:** Only one application need be completed to request tuition assistance from each one, or a combination of the following sources:

- The school from which you received this application.
- Other schools within the Archdiocese of Cincinnati that use Private School Aid Service.
- Any Archdiocese of Cincinnati funding program, including CISE.

STUDENT LAST NAME

**TO COMPLETE THIS APPLICATION YOU WILL NEED TO INCLUDE:**

Please note the required tax year documentation.

1. Detailed copies of all pages and Schedules of your **2010** Federal Income Tax Return Form 1040, 1040A, or 1040EZ (**as filed with the IRS**) for individuals listed in Sections A and B. Recaps and/or Summary Forms are not acceptable. If you file Schedule A, C, E or F, you must provide copies. If you have not yet filed, or are not required to file a tax return, see the REQUIRED DOCUMENTATION section of the INSTRUCTIONS.
2. Copies of all **2010** W-2 Wage and Tax Statement Forms, all **2010** 1099/1099R for Interest/Dividends, Pensions/Annuities and/or Misc. Income Forms for individuals listed in Sections A and B (**Please make sure all documentation is copied on regular 8 1/2 x 11 paper**).
3. Documentation of TOTAL AMOUNTS received in **2010** for all Non-Taxable Income (see Section G for specific requirements).
4. Check or Money Order payable to PRIVATE SCHOOL AID SERVICE for the non-refundable application fee of \$23.00 (**All returned checks will incur an additional fee of \$25.00**).
5. This application form filled out in its entirety, signed and dated by the Parent(s) or Guardian(s) listed in Sections A and B.

**IMPORTANT: If the above items do not accompany this application, your application will not be considered complete.**

***Keep a copy of this completed application for your records.***

# Student Aid Form • 2011 – 2012

• IMPORTANT: Print clearly and neatly with a ball point pen •

## A PARENT, GUARDIAN or OTHER ADULT RESPONSIBLE FOR TUITION

**Check one:**  Father  Mother  Stepfather  Stepmother  Other Adult

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ MI \_\_\_\_\_  
 Social Security Number \_\_\_\_\_ Age \_\_\_\_\_ (\_\_\_\_\_) \_\_\_\_\_  
 (Area Code) Home Phone \_\_\_\_\_  
 Address \_\_\_\_\_ Apt. # \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 (\_\_\_\_\_) \_\_\_\_\_  
 (Area Code) Work Phone \_\_\_\_\_ E-mail address \_\_\_\_\_

Employed by \_\_\_\_\_ How Long? \_\_\_\_\_ May PSAS contact you at work if there are questions?  Yes  No

If you are self-employed, check this box and refer to Section K of this form.

Are you Catholic?  Yes  No \*Parish Code: \_\_\_\_\_

## B PARENT, GUARDIAN or OTHER ADULT RESIDING WITH PARENT A

**Check one:**  Father  Mother  Stepfather  Stepmother  Other Adult

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ MI \_\_\_\_\_  
 Social Security Number \_\_\_\_\_ Age \_\_\_\_\_ (\_\_\_\_\_) \_\_\_\_\_  
 (Area Code) Home Phone \_\_\_\_\_  
 Address \_\_\_\_\_ Apt. # \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 (\_\_\_\_\_) \_\_\_\_\_  
 (Area Code) Work Phone \_\_\_\_\_ E-mail address \_\_\_\_\_

Employed by \_\_\_\_\_ How Long? \_\_\_\_\_ May PSAS contact you at work if there are questions?  Yes  No

If you are self-employed, check this box and refer to Section K of this form.

Are you Catholic?  Yes  No \*Parish Code: \_\_\_\_\_

## C DEPENDENTS (DO NOT LEAVE BLANK)

Number of dependent children who will attend a tuition charging school: daycare, Pre-K, elementary school, secondary school, or college in the fall of 2011. \_\_\_\_\_  
 Please list all dependent children in order of oldest to youngest, including college students. Indicate each dependent's relationship to Parent/Guardian A: child, foster child, grandchild, etc.

1	Dependent Last Name	Dependent First Name	MI	Age	Relationship to Parent/Guardian A	Name of school student plans to enter in the fall of 2011 (PLEASE DO NOT ABBREVIATE)		Grade in the fall of 2011	Applying for Aid? (check one) YES NO	Amount I/We feel I/We can pay toward tuition	Tuition charged yearly per student	*School Code
						School Name:	City/State:					
1						School Name:	City/State:					
2						School Name:	City/State:					
3						School Name:	City/State:					
4						School Name:	City/State:					
5						School Name:	City/State:					

Please check if additional dependents are listed on a separate sheet.

\*Refer to School and Parish Code Lists

## D HOUSEHOLD INFORMATION

1. Number of individuals who will reside in my/our household during the 2011-2012 school year:

Parents/Guardians \_\_\_\_\_ Children \_\_\_\_\_ Other\* \_\_\_\_\_

\*If Other, please explain relationship to Parent \_\_\_\_\_

2. Current marital status/housing arrangement of Parent/Guardian A:

- a.  Single, never Married\*    d.  Divorced\*    g.  Residing w/Significant Other  
 b.  Married    e.  Remarried\*    h.  Other: \_\_\_\_\_  
 c.  Widowed    f.  Separated\* \_\_\_\_\_

\*If Divorced, Remarried, Separated or Single, please complete Section E.

## E DIVORCED, SEPARATED OR SINGLE PARENTS (TO BE COMPLETED BY PARENT OR GUARDIAN LISTED IN SECTION A)

1. Date of separation (Month/Year) \_\_\_\_\_

2. Date of divorce (Month/Year) \_\_\_\_\_

3. Non-custodial parent \_\_\_\_\_  
 Last Name \_\_\_\_\_ First Name \_\_\_\_\_ MI \_\_\_\_\_

4. Do you receive or pay child support?  Receive \$ \_\_\_\_\_ per year  
 Pay \$ \_\_\_\_\_ per year  
 Neither

5. Who claimed student as a tax dependent in 2010? \_\_\_\_\_

6. Who is responsible for the tuition for the dependent(s) listed in Section C?

- Father \_\_\_\_\_ % Name \_\_\_\_\_  
 Mother \_\_\_\_\_ % Name \_\_\_\_\_  
 Other \_\_\_\_\_ % Name \_\_\_\_\_ \*

\*If tuition is shared, each responsible party must complete a Student Aid Form (SAF).

# F TAXABLE INCOME

The **2010** federal tax return for student's household was:

- Filed  
 Not filed yet (See **Required Documentation** section)  
 I/we do not file. I/we only receive non-taxable income

Actual 2010      Estimate 2011

- |  |                      |                      |
|--|----------------------|----------------------|
| 1. Total number of exemptions claimed on Federal Income Tax form:  | <input type="text"/> | <input type="text"/> |
| 2. Parent/Guardian A total taxable income from W-2 wages. (Total income for Parent A only)   | \$ _____             | \$ _____             |
| 3. Parent/Guardian B total taxable income from W-2 wages. (Total income for Parent B only)   | \$ _____             | \$ _____             |
| 4. Net business income* from self-employment, farm, rentals, and other businesses. (*Go to Section K) (Attach Schedules C, E, and/or F from your IRS 1040) | \$ _____             | \$ _____             |
| 5. Other non-work taxable income from interest, dividends, alimony, unemployment, and non-business income.   | \$ _____             | \$ _____             |
| 6. Allowable "Adjustments to Income" as reported on you IRS 1040, 1040A, or 1040EZ.  | \$ _____             | \$ _____             |
| 7. Total "Adjusted Gross Income" as reported on your IRS 1040, 1040A, or 1040EZ  | \$ _____             | \$ _____             |
| 8. Total Tax Paid as reported on your IRS 1040, 1040A or 1040EZ.   | \$ _____             | \$ _____             |
| 9. Medical/Dental expenses as reported on Schedule A line 1 of your IRS 1040 Form.   | \$ _____             | \$ _____             |

# G NON-TAXABLE INCOME

List the **total amount** received from 1/1/10-12/31/10 for all recipients in household. **DO NOT** list monthly amounts.

10. Child support \$ \_\_\_\_\_ per year
11. Cash Assistance (TANF) \$ \_\_\_\_\_ per year\*
12. Food Stamps \$ \_\_\_\_\_ per year\*
- a. Medicaid received in 2010?  Yes  No
13. Social Security income (SSA/SSD, etc.) (Provide documentation for all recipients in household.) \$ \_\_\_\_\_ per year\*
- a. Social Security income (SSI ONLY) total received in 2010 \$ \_\_\_\_\_\* (Provide documentation for all recipients in household.)
14. Student loans and/or grants received for PARENT's education. (Not college attending dependents or students listed in Section C.)
- a. total received in 2010 \$ \_\_\_\_\_\*
- b. total used for household expenses \$ \_\_\_\_\_ per year\*
15. Housing Assistance (Sec. 8, HUD, etc.) \$ \_\_\_\_\_ per year\*
- a. Religious Housing Assistance total received in 2010 \$ \_\_\_\_\_\* (parsonage, manse, etc.)
16. Other non-taxable income (Workers' Comp., Disability, Pension/Retirement, etc. Identify source(s) in Section L) \$ \_\_\_\_\_ per year\*
17. Loans/Gifts from friends or relatives \$ \_\_\_\_\_ per year
18. Personal Savings/Investment Accounts used for household expenses (Do not include totals listed in Section I) \$ \_\_\_\_\_ per year
19. Total non-taxable income for 2010 \$ \_\_\_\_\_ per year

\*You must provide 2010 YEAR-END documentation for items 11-16; either a YEAR-END Statement from the appropriate Public Agency, or documentation showing totals from 1/1/10 - 12/31/10.

**Keep a copy of this completed application for your records.**

# H HOUSING INFORMATION (DO NOT LEAVE BLANK)

20. Do you rent or own your residence?  Rent  Own (go to line 22)
21. If renting, what is the monthly rental payment? \$ \_\_\_\_\_
- a. Amount paid by household \$ \_\_\_\_\_ per month
- b. Amount paid by other source(s) \$ \_\_\_\_\_ per month
22. If you own your residence:
- a. What is the current market value? \$ \_\_\_\_\_
- b. What is the amount still owed, including home equity loans? \$ \_\_\_\_\_
- c. What is the monthly mortgage payment? \$ \_\_\_\_\_ per month

# I ASSETS & INVESTMENTS (AS OF 12/31/10)

23. Total amount in cash, checking, and savings accounts \$ \_\_\_\_\_
24. Total value of money market funds, mutual funds, stocks, bonds, CDs, or other securities \$ \_\_\_\_\_
25. Total value of IRA, Keogh, 401K, SEP or other retirement accounts \$ \_\_\_\_\_
26. If you own real estate other than your primary residence,
- a. What is the fair market value? \$ \_\_\_\_\_
- b. What is the amount still owed? \$ \_\_\_\_\_
27. Do you own a business?  Yes  No  
If **Yes**, please go to **Section K**.
- a. What is the fair market value of your business? \$ \_\_\_\_\_
- b. What is the amount still owed? \$ \_\_\_\_\_
28. Do you own a farm?  Yes  No  
If **Yes**, please go to **Section K**.
- a. What is the fair market value of your farm? \$ \_\_\_\_\_
- b. What is the amount still owed? \$ \_\_\_\_\_

# J UNUSUAL CIRCUMSTANCES

Check all that apply to your situation within the past 12 months:

- |  |  |
|--|--|
| a. <input type="checkbox"/> Loss of job                    | i. <input type="checkbox"/> Death in the family          |
| b. <input type="checkbox"/> Recent separation/divorce      | j. <input type="checkbox"/> Shared custody               |
| c. <input type="checkbox"/> Change in family living status | k. <input type="checkbox"/> High debt                    |
| d. <input type="checkbox"/> Change in work status          | l. <input type="checkbox"/> Child support reduction      |
| e. <input type="checkbox"/> Bankruptcy                     | m. <input type="checkbox"/> Medical/Dental expenses      |
| f. <input type="checkbox"/> College expenses               | n. <input type="checkbox"/> Shared tuition               |
| g. <input type="checkbox"/> Income reduction               | o. <input type="checkbox"/> Other (Explain in Section L) |
| h. <input type="checkbox"/> Illness or injury              |  |

**Go to next page** ⇨



## INTRODUCTION

**PRIVATE SCHOOL AID SERVICE (PSAS)** is under contract with the school, school system, or organization from which you obtained this application for tuition assistance. Our purpose is to provide a reasonable assessment of the ability of each family to pay for the education of their children at private and independent elementary and secondary schools.

Your Student Aid Form, all attachments, and an analysis of your SAF are sent **only** to the school(s) or agencies contracting with PSAS. **No other agency will receive any information about this application or its attachments.**

**PRIVATE SCHOOL AID SERVICE** does not make any decisions about recipients and amounts of financial aid awarded. Recipients and amounts of aid are determined by the designated school or agency. **YOU WILL NOT RECEIVE RESULTS FROM PRIVATE SCHOOL AID SERVICE.**

## INSTRUCTIONS

### **A & B** PARENT, GUARDIAN OR OTHER ADULT

This form should be filled out by the parent, guardian or other adult responsible for the tuition of the child or children attending a private or independent school contracting with PSAS. If the parents/guardians are divorced or separated, only the parent responsible for the tuition and any other adult residing in the household should fill out the form. If tuition is shared, each responsible party must complete a Student Aid Form (SAF) if financial aid is needed.

Answer *all questions* for both parent(s), stepparent(s), or guardian(s) responsible for tuition for the dependent(s) listed in Section C. **Do not leave any questions blank.** If natural parents are divorced, separated or single, answer all questions in Section E. If natural parents are divorced/separated and remarried, list information for custodial parent and new spouse. If either parent answers "self-employed," and has not filed a tax return, complete Section K.

**CALCULATIONS ARE BASED ON TOTAL HOUSEHOLD INCOME.**

### **C** STUDENT INFORMATION

List all dependent children residing in your household in order of oldest to youngest. Indicate the relation to Parent/Guardian A listed in Section A of the application (i.e. child, grandchild, foster child, stepchild, etc.). If your dependents will be enrolled in any tuition charging school or agency next fall (including daycare, preschool, elementary school, high school, college, or trade school), list the name of the school, city and state where the school is located. List the grade your child(ren) will enter next fall (2011-2012); the amount you feel you can pay toward tuition per year, and the amount of tuition charged per student per year.

If the "No" box is checked for a student listed in Section C, that student will not be considered for tuition assistance. For all additional dependents, use a separate sheet.

**NOTE:** The information regarding tuition charged per student assists PSAS in making the most equitable analysis of your ability to pay for private education. If you are unsure, please estimate.

### **D** HOUSEHOLD INFORMATION

**ITEM 1:** Enter total number of individuals living in the household. Include any college students claimed on the tax return. Do not include children who have moved out of the home. Include all family members dependent on and residing with parent listed in Section A.

**ITEM 2:** Check the appropriate box indicating custodial parents' marital status. If parents are divorced, separated or single, complete Section E.

### **E** DIVORCED, SEPARATED OR SINGLE PARENTS

If dependent(s) parents are divorced or separated, or do not reside in the same household, the custodial parent must provide the information requested in Section E about the non-custodial parent.

**If the date of separation took place in the year 2010, PSAS will require copies of any tax returns filed jointly or independently by both parent(s)/guardian(s) for 2010. Be sure to estimate the income in Section F for 2011.**

**ITEM 4:** List the total amount of child support actually received by custodial parents listed in Sections A & B. If total received differs from court ordered amount, list only the total received.

**ITEM 6:** Indicate who is responsible for tuition and what percentage for the dependents listed in Section C.

### **F** TAXABLE INCOME

List all actual amounts for **2010** and estimated amounts for **2011**.

**ITEM 1:** Enter the total number of exemptions you claimed on your **2010** IRS Form 1040, 1040A, or 1040EZ.

**ITEM 2:** Enter the total **2010** taxable income earned in wages, salaries and tips for parent/guardian/other listed in SECTION A. Attach all copies of **2010** W-2 forms and/or **2010** 1099 forms from all employers.

**ITEM 3:** Enter the total **2010** taxable income earned in wages, salaries and tips for parent/guardian/other listed in SECTION B. Attach all copies of **2010** W-2 forms and/or **2010** 1099 forms from all employers.

**ITEM 4:** Enter the total net income from business (attach Schedule C or C-EZ), all rents, royalties, partnerships (attach Schedule E), and all farm income or loss (attach Schedule F). If you have received income from any of these sources and are estimating your income for **2010**, you must also fill out Section K of this application.

**ITEM 5:** Enter the total of all other taxable income from interest, dividend income (attach Schedule B if over \$400), taxable refunds, credits or offsets of state and local income taxes, alimony received, capital gain or loss (attach Schedule D). List all capital gain distributions not previously reported, total IRA distributions (if rolled-over, explain in Section L), pensions and annuities, unemployment compensation, taxable social security benefits, and any other taxable income. **Attach copies of all Form 1099/1099R, and/or Form 1098 for Interest/Dividends, Pensions/Annuities or other misc. income. Attach copies of Social Security Income statements and Unemployment Compensation documentation for year-end 2010.**

**ITEM 6:** Enter allowable adjustments to income, such as IRA payments, self-employment tax, self-employed health insurance deduction, Keogh retirement plan and self-employed SEP deductions, penalty on early savings withdrawals, and alimony paid. Add together to arrive at your total adjustments. DO NOT include your standard deduction or deduction amounts for each family member.

**ITEM 7:** Enter total adjusted gross income as reported on your IRS Form 1040, 1040A or 1040EZ. Attach all pages of the applicable tax form (1040, 1040A, 1040EZ) for documentation.

**ITEM 8:** Enter the Total Tax paid (not withheld) as reported on your IRS Form 1040, 1040A, or 1040EZ.

**ITEM 9:** Enter the total of any medical and dental expenses reported on Schedule A line 1 of your IRS Form 1040 (attach Schedule A).

***Keep a copy of this completed application for your records.***

## **G** NON-TAXABLE INCOME

If you receive non-taxable income, **you must list and provide documentation of the TOTAL YEARLY AMOUNTS received in 2010** for all recipients in the household for the following: Cash Assistance (TANF), Food Stamps, Social Security income, Student loans and/or grants (received for PARENT's education), Housing assistance (Section 8, HUD, etc.), Worker's Compensation, Disability or Retirement.

**ITEM 10: Child support:** Report total amount received for **2010** for all children in the household.

**ITEM 11: Cash Assistance (TANF):** Report total amount received for **2010**.

**ITEM 12: Food Stamps:** Report total amount received for **2010**. Do not combine with TANF or Medicaid.

**ITEM 12a:** Did you receive Medicaid in **2010**?

**ITEM 13: Social Security benefits:** Report the total non-taxable (**SSA/SSD, etc.**) amount received in **2010** for all recipients in household.

**ITEM 13a: Social Security benefits:** Report the total non-taxable (**SSI ONLY**) amount received in **2010** for all recipients in household.

**ITEM 14: Student loans and/or grants:** Report the total amount received in **2010** for **PARENT'S** education. Do not list loans, grants or scholarships received for dependents in Section C. Identify how much of this income was used for household expenses in **2010**.

**ITEM 15: Housing assistance:** Report the total amount received for **2010**. Identify in Section L all sources of Housing assistance (government assistance, Section 8, HUD, family/friends or other sources), including monies received toward rental/mortgage payments and/or utilities.

**ITEM 15a: Religious Housing assistance:** Report the total amount received for **2010**.

**ITEM 16: Other non-taxable income:** Report all additional non-taxable income received in **2010** including: Deductible IRA or Keogh payments; untaxed portions of pensions; tax exempt interest income; foreign income exclusion; Workers' Compensation; veterans non-education benefits (Death Pension, Dependency and Indemnity Compensation, etc.); food and other living allowances paid to members of the military, clergy or others; cash support or any money paid on your behalf, including support from a non-custodial parent or any other person (do not include court ordered support here); or any other untaxed benefit or income not subject to taxation by any government (Refugee Assistance, VA Educational Work-Study, etc.). Identify source(s) in Section L.

**ITEM 17: Loans/Gifts received from friends or relatives:** Report the total amount received in **2010**.

**ITEM 18: Personal Savings/Investment Accounts:** Report the total amount used in **2010** for household expenses.

**ITEM 19: Total non-taxable income for 2010:** Add together Items 10-18.

## **H** HOUSING INFORMATION

**ITEMS 20 and 21:** If you rent your home or apartment, list your monthly rental or lease payment here, including amounts paid by household and other sources.

**ITEM 22a:** Determine the present value of the family home and list it. Local real estate agents should be able to help you if you are unsure.

**ITEM 22b:** Check with your lending institution and enter the amount still owed, including second mortgages.

## **I** ASSETS AND INVESTMENTS

**ITEM 23:** List total of current balances in cash, savings, and checking accounts. Do not include IRAs or Keoghs.

**ITEM 24:** List total current market value of money market funds, mutual funds, stocks, bonds, CDs or other securities.

**ITEM 25:** List total current market value of all retirement funds, including IRA, Keogh, 401K, and SEP plans or other retirement accounts.

**ITEM 26:** Answer Items 26a and 26b for any and all investment real estate (not including the family's primary residence), if applicable. Second homes, rental properties, and land contracts should be included.

**ITEM 27:** If you own a business, check the Yes box and answer Items 27a and 27b. If you have not filed your **2010** tax return, complete Section K of this application.

**ITEM 28:** If you own a farm, check the Yes box and answer Items 28a and 28b. If you have not filed your **2010** tax return, complete Section K of this application.

## **J** UNUSUAL CIRCUMSTANCES

Check any and all items that apply to your situation. If your circumstances require explanation beyond the scope of this application, please notify the school to which you are applying. Do not include a letter of explanation with this application.

## **K** BUSINESS INCOME

**Provide 2010 Business Income Estimates if you have not filed your 2010 Tax Return.**

**ITEM 1:** List estimated total GROSS taxable business income for **2010**.

**ITEM 2:** List estimated total NET taxable business income/loss for **2010**.

**ITEM 3:** List the total amount paid by business in **2010** for home rent or mortgage.

**ITEM 4:** List the total amount paid by business in **2010** for personal automobile.

**ITEM 5:** List the total amount of personal expenses paid by business in **2010** that do not fall into one of the categories above.

**ITEM 6:** List total amount of estimated rental income received in **2010**.

If providing income estimates for more than one business, corporation or farm (Schedule C, Schedule E and/or Schedule F) please list information for each business, corporation or farm separately. Use additional sheet or Section L, if necessary.

## **L** EXPLANATION

If any specific question requires clarification, write a brief explanation in this space. If your circumstances require explanation beyond the scope of this application, please notify the school to which you are applying.

## **M** PARENTS' CERTIFICATION, AUTHORIZATION, AND DOCUMENTATION CHECKLIST

You **must** sign the form in this section. Your signature authorizes PSAS to release the form and attachments to the contracting schools indicated in Section C. By signing the form, you also certify that the information submitted is correct. This application **CANNOT** be processed without the appropriate signature(s) and the appropriate documentation.

### REQUIRED DOCUMENTATION

#### **If you have filed your 2010 IRS Form 1040:**

You must submit photocopies of all pages of your **2010** Federal Tax Return Form 1040, 1040A or 1040EZ (as filed with the IRS, with all Schedules, **2010** W-2 Forms, **2010** 1099/1099R, or 1098 Forms for any wage-earning adult residing with the applicant(s). *Do not include your State tax return unless requested.*

#### **If you have not filed your 2010 IRS Form 1040:**

You must submit photocopies of all **2010** W-2 Forms, **2010** 1099/1099R, or 1098 Forms for any wage-earning adult residing with the applicant(s), and photocopies of all pages of your most recent Federal Tax Return Form 1040, 1040A or 1040EZ (as filed with the IRS, with all Schedules). ***If this application is submitted after April 15, 2011, you must provide a copy of the 2010 Extension for Filing Request, as approved by the IRS.***

#### **If you are an Independent Contractor or self-employed and have not filed your 2010 IRS Form 1040:**

You must complete Section K and submit photocopies of all pages of your most recent Federal Tax Return Form 1040, 1040A or 1040EZ (as filed with the IRS, with all Schedules), **2010** W-2 Forms, **2010** 1099/1099R, or 1098 Forms for any wage-earning adult residing with the applicant(s). ***If this application is submitted after April 15, 2011, you must provide a copy of the 2010 Extension for Filing Request, as approved by the IRS.***

#### **If you receive non-taxable income:**

You must submit photocopies of your **2010** YEAR-END (01/01/10 - 12/31/10) Cash Assistance documentation (TANF, etc.), Food Stamp documentation, Housing Assistance documentation, Student loan and/or grant documentation (for PARENT's education), Social Security Income statements, showing the **TOTAL AMOUNT** received in **2010** for **ALL** members of the household. If you list any total for line 16, you must identify source(s) in Section L.

# ALONG WITH YOUR APPLICATION YOU MUST INCLUDE:

## Copies of your 2010 1040, 1040A or 1040EZ form (all pages)

## Documentation Checklist

- Copies of all pages of your 2010 IRS Form 1040, 1040A or 1040EZ including all Schedules.
- Copies of *all* W-2 and 1099 forms for individuals listed in Sections A and B. (All documentation should be copied on regular 8 1/2 x 11 paper)
- A check or money order for \$23.00 made payable to PRIVATE SCHOOL AID SERVICE. (All returned checks will incur an additional fee of \$25.00)
- A self-addressed stamped postcard or envelope if you require notification that PSAS has received your application (PSAS will not return any documentation).
- Copies of all required non-taxable income documentation.
- Keep a copy of this completed application for your records.

## Copies of all 2010 W-2 forms FROM ALL EMPLOYERS

## Copies of all 2010 1099 forms (where applicable)

*If you do not have all of the documentation required:*

Contact the IRS for a transcript of your complete 1040, 1040A or 1040EZ, and any Schedules, etc.  
 Contact your employer for a copy of your W-2. Contact the appropriate company for a copy of your 1099.

# AVOIDING THE MOST COMMON ERRORS

**THE MOST COMMON ERROR THAT APPLICANTS MAKE IS SENDING THE APPLICATION INCOMPLETE. IN ORDER FOR AN APPLICATION TO BE REVIEWED, IT MUST INCLUDE:**

- All pages of your **2010** IRS Form 1040, 1040A, or 1040EZ (federal income tax return). **Do not send your state tax return, recap or tax summary.** (If you have not yet filed your **2010** IRS Form 1040, or you do not file, please see the Required Documentation section of the instructions.)
- **2010** W-2 and/or 1099 forms for individual(s) listed in Sections A and B (**Please make sure all documentation is copied on regular 8 ½ x 11 paper**).
- Non-taxable income verification.
- A check or money order for the non-refundable application fee of \$23.00. All returned checks will be subject to an additional \$25.00 fee.
  - ✓ Print clearly and neatly with a black or dark ball point pen.
  - ✓ **Make a photocopy of your completed Student Aid Form for your records.**
  - ✓ Do not staple ANYTHING to the Student Aid Form.
  - ✓ Submit the original application only.
  - ✓ Affix proper postage to the envelope (applications without sufficient postage will be returned by the post office).
  - ✓ If you would like to receive notification that PRIVATE SCHOOL AID SERVICE has received your application, enclose a self-addressed stamped postcard or envelope with your application.
  - ✓ Do not send any original documents. Originals will not be returned.

**PSAS CANNOT PROCESS YOUR APPLICATION IF YOU HAVE NOT INCLUDED THE REQUIRED DOCUMENTATION AND APPLICATION FEE.**

## OTHER COMMON ERRORS

### SECTIONS A & B

List the parent, guardian or other adult responsible for tuition and any other adult residing in the household. Complete each section in its entirety, including age, social security number, and name of employer. If you are self-employed, check the box and refer to Section K.

### SECTION C

List all dependent children, including college students, in order of oldest to youngest. *If any dependents will attend a tuition charging school next fall, fill in all columns for those children.*

### SECTION D

This section should include the total number of parents, children and other individuals residing in the household. Any household member listed as "Other" should be identified, using Section L if necessary for explanation.

### SECTION E

This section should be completed by the custodial parent with information about the non-custodial parent.

### SECTION F

Answer Items 1–9 for BOTH **2010** and **2011**. *YOU MUST include documentation of all income received by both parents/guardians residing with the applicant(s).* If you are divorced or separated and receive child support, list the yearly amount in Section G Item 10.

### SECTION G

List the **YEARLY** amounts received for Items 10-19. *Remember, do not list monthly amounts.*

### SECTION H

If you rent your home, list your monthly rental payment, including any payments made by sources other than the household. If you own your home, answer Items 22a, b, and c.

### SECTION I

Enter the totals for Items 23, 24, and 25 based on your investment, savings, and/or checking statements. If you own rental or investment property, answer Items 26a and 26b. *You must include Schedule E from your IRS Form 1040.*

If you answered "Yes" to Items 27 or 28 and are estimating **2010** income, complete Section K of the application. *You must include Schedule C, E and/or Schedule F from your IRS Form 1040.*

### SECTION J

Check boxes for any unusual or relevant circumstances which affect the applicant. If you feel that your circumstances require explanation beyond the scope of this application, please notify the school to which you are applying. Do not include a letter of explanation with this application.

### SECTION K (If estimating 2010 income)

Answer each question that pertains to your estimated income.

### SECTION L

If you feel that any specific question requires clarification and/or an explanation, write a brief summary in the space provided.

### SECTION M

Confirm that you have attached ALL REQUIRED DOCUMENTATION and that you have signed the application.

# PARISH CODE LIST

<b>Amelia</b> 1500 ....St. Bernadette	1532 ....St. Boniface 1533 ....St. Catherine of Siena (Westwood)	1630 ....Our Lady of Good Hope (Miamisburg)	<b>Loveland</b> 1666 ....St. Columban 1667 ....St. Margaret of York (Twenty Mile Stand)	<b>St. Anthony</b> 1704 ....St. Anthony (Fort Recovery)
<b>Arnheim</b> 1501 ....St. Mary (Georgetown)	1534 ....St. Cecilia (Oakley)	1631 ....Our Lady of Mercy	<b>McCartyville</b> 1668 ....Sacred Heart	<b>St. Henry</b> 1705 ....St. Henry
<b>Batavia</b> 1502 ....Holy Trinity	1535 ....St. Clare	1632 ....Our Lady of the Immaculate Conception	<b>Maria Stein</b> 1669 ....St. John the Baptist	<b>St. Martin</b> 1706 ....St. Martin
<b>Beavercreek</b> 1503 ....St. Luke	1536 ....St. Clement (St. Bernard)	1633 ....Our Lady of the Rosary	<b>Mason</b> 1670 ....St. Susanna	<b>St. Marys</b> 1707 ....Holy Rosary
<b>Bethel</b> 1504 ....St. Mary	1538 ....St. Dominic (Delhi)	1635 ....Precious Blood	<b>Mechanicsburg</b> 1671 ....St. Michael	<b>St. Paris</b> 1708 ....Sacred Heart
<b>Blanchester</b> 1505 ....Holy Name	1539 ....St. Francis de Sales	1636 ....Queen of Apostles	<b>Middletown</b> 1673 ....Holy Family	<b>St. Joseph</b> 1709 ....St. Joseph (Fort Recovery)
<b>Botkins</b> 1506 ....Immaculate Conception	1540 ....St. Francis Seraph	1637 ....Queen of Martyrs	<b>Milford</b> 1674 ....St. Andrew	<b>St. Peter</b> 1710 ....St. Peter (Fort Recovery)
<b>Bradford</b> 1507 ....Immaculate Conception	1541 ....St. Francis Xavier (Downtown)	1638 ....Resurrection	<b>Millville</b> 1676 ....Queen of Peace	<b>St. Rose</b> 1711 ....St. Rose
<b>Burkettsville</b> 1508 ....St. Bernard	1542 ....St. Gabriel (Glendale)	1607 ....St. Adalbert	<b>Minster</b> 1677 ....St. Augustine	<b>St. Sebastian</b> 1712 ....St. Sebastian (Celina)
<b>Camden</b> 1509 ....St. Mary	1543 ....St. Gertrude (Madeira)	1608 ....St. Agnes	<b>Monroe</b> 1678 ....Our Lady of Sorrows	<b>St. Wendelin</b> 1713 ....St. Wendelin (Fort Recovery)
<b>Carthage</b> 1510 ....St. Aloysius	1544 ....St. Ignatius Loyola (Monfort Heights)	1609 ....St. Albert the Great	<b>Montezuma</b> 1679 ....Our Lady of Guadalupe	<b>Sardinia</b> 1714 ....St. Elizabeth
<b>Cassella</b> 1511 ....Nativity BVM (Maria Stein)	1552 ....St. James of the Valley (Wyoming)	1610 ....St. Anthony	<b>Morrow</b> 1680 ....St. Phillip	<b>Shandon</b> 1715 ....St. Aloysius
<b>Celina</b> 1512 ....Immaculate Conception	1553 ....St. James the Greater (White Oak)	1612 ....St. Barbara Byzantine	<b>Mt. Orab</b> 1681 ....St. Michael	<b>Sharpsburg</b> 1716 ....St. Paul (Fort Recovery)
<b>Chickasaw</b> 1513 ....Precious Blood	1554 ....St. Jerome	1625 ....St. Benedict the Moor	<b>New Bremen</b> 1682 ....Holy Redeemer	<b>Sidney</b> 1717 ....Holy Angels
<b>Cincinnati</b> 1516 ....All Saints	1555 ....St. John Fisher (Newton)	1613 ....St. Charles Borromeo (Kettering)	<b>New Carlisle</b> 1683 ....Sacred Heart	<b>Springfield</b> 1718 ....St. Bernard
1521 ....Annunciation	1556 ....St. John Neumann	1616 ....St. Francis of Assisi (Centerville)	<b>New Paris</b> 1684 ....St. John the Evangelist	1719 ....St. Joseph
1525 ....Assumption (Walnut Hills)	1557 ....St. John the Baptist (Dry Ridge)	1617 ....St. Helen	<b>New Richmond</b> 1685 ....St. Peter	1720 ....St. Mary
1526 ....Assumption (Mt. Healthy)	1559 ....St. John the Evangelist (Deer Park)	1618 ....St. Henry	<b>New Vienna</b> 1686 ....St. Michael (Greenfield)	1721 ....St. Raphael
1528 ....Bellarmino Chapel (Xavier Univ.)	1560 ....St. John Vianney	1623 ....St. Ignatius Antioch	<b>Newport</b> 1687 ....SS. Peter and Paul	1722 ....St. Teresa of the Child Jesus
1514 ....Cathedral of St. Peter in Chains	1561 ....St. Joseph	1626 ....St. Joseph	<b>North Bend</b> 1688 ....St. Joseph	<b>South Charleston</b> 1723 ....St. Charles Borromeo
1537 ....Corpus Christi (New Burlington)	1562 ....St. Joseph (North Bend)	1627 ....St. Luke (Beavercreek)	<b>North Lewisburg</b> 1689 ....Immaculate Conception	<b>Stonelick</b> 1724 ....St. Philomena
1544 ....Good Shepherd	1563 ....St. Jude (Bridgetown)	1628 ....St. Mary	<b>North Star</b> 1690 ....St. Louis	<b>Tipp City</b> 1725 ....St. John the Baptist
1545 ....Guardian Angels	1564 ....St. Lawrence	1634 ....St. Peter (Huber Heights)	<b>Osgood</b> 1691 ....St. Nicholas	<b>Trenton</b> 1726 ....Holy Name
1546 ....Holy Cross-Immaculata (Mt. Adams)	1565 ....St. Leo the Great	1639 ....St. Rita	<b>Owensville</b> 1692 ....St. Louis	<b>Troy</b> 1727 ....St. Patrick
1547 ....Holy Family	1566 ....St. Louis (Downtown)	1640 ....St. Stephen	<b>Oxford</b> 1694 ....St. Mary Campus Ministry	<b>Urbana</b> 1728 ....St. Mary
1548 ....Holy Name	1567 ....St. Margaret Mary (N. College Hill)	<b>Eaton</b> 1641 ....Visitation	<b>Peebles</b> 1695 ....St. Mary Queen of Heaven	<b>Vandalia</b> 1729 ....St. Christopher
1549 ....Holy Trinity (Norwood)	1569 ....St. Mark	<b>Egypt</b> 1642 ....St. Joseph (Minster)	<b>Philothea</b> 1696 ....St. Mary (Coldwater)	<b>Versailles</b> 1730 ....St. Denis
1551 ....Immaculate Heart of Mary (Anderson)	1570 ....St. Martin de Porres (Lincoln Heights)	<b>Englewood</b> 1643 ....St. Paul	<b>Piqua</b> 1697 ....St. Boniface	<b>Wapakoneta</b> 1731 ....St. Joseph
1576 ....Mother of Christ	1571 ....St. Martin of Tours (Cheviot)	<b>Fairborn</b> 1644 ....Mary Help of Christians	<b>Rhine</b> 1699 ....St. Lawrence (Botkins)	<b>Waynesville</b> 1732 ....St. Augustine
1577 ....Nativity of Our Lord	1572 ....St. Mary (Hyde Park)	<b>Fairfield</b> 1645 ....Sacred Heart	<b>Ripley</b> 1700 ....St. Michael	<b>West Chester</b> 1733 ....St. John
1578 ....Old St. Mary	1573 ....St. Matthias the Apostle	<b>Fayetteville</b> 1646 ....St. Patrick	<b>Rockford</b> 1701 ....St. Teresa	1734 ....St. Maximilian Kolbe
1579 ....Our Lady of Lourdes	1574 ....St. Michael (Sharonville)	<b>Franklin</b> 1647 ....St. Mary	<b>Russells Point</b> 1702 ....St. Mary of the Woods	<b>West Milton</b> 1735 ....Church of the Transfiguration
1580 ....Our Lady of Victory	1575 ....St. Monica/St. George (Newman Center)	<b>Frenchtown</b> 1648 ....Holy Family	<b>Russia</b> 1703 ....St. Remy	<b>West Union</b> 1736 ....Holy Trinity
1581 ....Our Lady of Visitation	1586 ....St. Peter in Chains Cathedral	1651 ....Holy Family (Versailles)		<b>Williamsburg</b> 1737 ....St. Ann
1582 ....Our Lady of the Rosary (Greenhills)	1589 ....St. Robert Bellarmine	<b>Fort Loramie</b> 1649 ....St. Michael		<b>Wilmington</b> 1738 ....St. Columbkille
1583 ....Our Lady of the Sacred Heart (Reading)	1590 ....St. Rose	<b>Fort Recovery</b> 1650 ....Mary Help of Christians		<b>Withamsville</b> 1739 ....St. Thomas More
1584 ....Our Lord Christ the King	1592 ....St. Saviour (Rossmoyne)	<b>Fryburg</b> 1652 ....St. John (Wapakoneta)		<b>Yellow Springs</b> 1740 ....St. Paul
1568 ....Prince of Peace	1593 ....St. Simon the Apostle	<b>Georgetown</b> 1653 ....St. George		<b>Xenia</b> 1741 ....St. Brigid
1588 ....Resurrection of Our Lord	1594 ....St. Stephen	<b>Germantown</b> 1654 ....St. Augustine		
1591 ....Sacred Heart	1595 ....St. Teresa of Avila	<b>Glynnwood</b> 1655 ....St. Patrick		
1587 ....SS. Peter and Paul (Reading)	1596 ....St. Therese the Little Flower	<b>Greenfield</b> 1656 ....St. Benignus		
1515 ....St. Agnes	1597 ....St. Thomas More (Withamsville)	<b>Greenville</b> 1657 ....St. Mary		
1517 ....St. Aloysius Gonzaga	1598 ....St. Veronica (Mt. Carmel)	<b>Hamilton</b> 1658 ....St. Ann		
1518 ....St. Aloysius on-the-Ohio	1599 ....St. Vincent de Paul	1659 ....St. Joseph		
1519 ....St. Andrew	1600 ....St. Vincent Ferrer (Kenwood)	1660 ....St. Julie Brilliard		
1520 ....St. Ann	1601 ....St. Vivian (Finneytown)	1661 ....St. Peter in Chains		
1522 ....St. Anthony (Madisonville)	1602 ....St. William	<b>Harrison</b> 1662 ....St. John the Baptist		
1523 ....St. Anthony of Padua	1603 ....St. Xavier (Downtown)	<b>Hillsboro</b> 1663 ....St. Mary		
1524 ....St. Antonius	<b>Coldwater</b> 1604 ....Holy Trinity	<b>Jamestown</b> 1664 ....St. Augustine		
1527 ....St. Bartholomew	<b>Covington</b> 1605 ....St. Teresa of the Infant Jesus	<b>Lebanon</b> 1665 ....St. Francis de Sales		
1529 ....St. Bernard (Taylor's Creek)	<b>Cranberry Prairie</b> 1606 ....St. Francis			
1530 ....St. Bernard (Winton Place)	<b>Dayton</b> 1611 ....Ascension			
1531 ....St. Bonaventure	1614 ....Corpus Christi			

\* List Parish Code in Section A and B of the SAF.

**Archdiocese of Cincinnati**

**SCHOOL CODE LIST**

<b>Amelia</b>	St. Gertrude School .....	3837	<b>Hamilton</b>	Queen of Peace School.....	3892
St. Bernadette School .....	3800	St. Ignatius School .....	3838	St. Ann School .....	3893
<b>Celina</b>	St. James of the Valley School.....	3839	St. Joseph Consolidated School .....	3894	
Immaculate Conception School .....	3801	St. James School White Oak.....	3840	St. Julie Billart .....	3898
<b>Cincinnati</b>	St. John the Baptist School.....	3926	St. Peter in Chains School.....	3895	
All Saints School .....	3802	St. Joseph .....	1015	Stephen T. Badin High School .....	3896
Annunciation School .....	3803	St. Jude School.....	3843	<b>Harrison</b>	
Archbishop McNicholas High School .....	3811	St. Lawrence School.....	3844	St. John the Baptist School.....	3897
Cardinal Pacelli School .....	3805	St. Martin of Tours School.....	3847	<b>Hillsboro</b>	
Corryville Catholic .....	1011	St. Mary School, Hyde Park .....	3849	St. Mary.....	3924
DePaul Cristo Rey High School.....	3933	St. Michael School, Sharonville.....	3850	<b>Huber Heights</b>	
Elder High School .....	1506	St. Nicholas Academy.....	3807	St. Peter School .....	3886
Good Shepherd Montessori .....	4685	St. Rita School for the Deaf.....	3851	<b>Kettering</b>	
Guardian Angels.....	1149	St. Teresa of Avila School.....	3853	Archbishop Alter High School .....	3864
Holy Family .....	1014	St. Thomas More School.....	3855	Ascension School .....	3865
Immaculate Heart of Mary School .....	3808	St. Ursula Academy .....	1821	St. Charles Borromeo School.....	3883
John Paul II School .....	3829	St. Ursula Villa School .....	3856	<b>Lebanon</b>	
LaSalle High School (Grade 9).....	4679	St. Veronica School .....	3857	St. Francis de Sales School.....	3899
LaSalle High School (Grades 10-12) .....	3809	St. Vincent Ferrer School.....	3859	<b>Loveland</b>	
Mercy Montessori Center .....	2182	St. Vivian School.....	3860	St. Columban School.....	3184
McAuley High School .....	3810	St. William School .....	3861	St. Margaret of York School.....	3901
Moeller High School .....	3812	St. Xavier High School.....	1173	<b>Mason</b>	
Mother of Mercy High School.....	3813	Summit Country Day School.....	3862	St. Susanna School .....	3902
Mount Notre Dame High School.....	3814	Ursuline Academy.....	3929	<b>Middletown</b>	
Nativity School .....	3815	<b>Dayton</b>		Bishop Fenwick High School.....	3903
Our Lady of Grace.....	3930	Bishop Leibold School East.....	3866	John XXIII School.....	3904
Our Lady of Lourdes School .....	3816	Bishop Leibold School West.....	3867	<b>Milford</b>	
Our Lady of the Sacred Heart.....	3820	Carroll High School.....	3868	Ss. Andrew-Elizabeth Seton .....	3906
Our Lady of Victory School .....	3818	Chaminade-Julienne High School .....	3869	<b>Monroe/Liberty Township</b>	
Our Lady of Visitation .....	3819	Holy Angels School.....	3872	Mother Theresa School .....	3908
Prince of Peace.....	3846	Immaculate Conception.....	3874	<b>Owensville</b>	
Purcell Marian High School.....	3822	Incarnation School, Centerville.....	3875	St. Louis School.....	3909
Resurrection School .....	1017	Mary Queen of Peace.....	4424	<b>Piqua</b>	
Roger Bacon High School .....	3823	Mother Maria Anna Brunner.....	3878	Piqua Catholic School.....	3910
Seton High School.....	1417	Our Lady of the Immaculate Conception. ....	3874	<b>Ripley</b>	
St. Aloysius Gonzaga School.....	3825	Our Lady of the Rosary .....	3877	St. Michael School.....	3911
St. Aloysius on the Ohio School.....	3826	St. Albert the Great School.....	3881	<b>Saint Marys</b>	
St. Antoninus School.....	3828	St. Anthony School.....	3882	Holy Rosary School.....	3912
St. Bernard Taylor Creek School.....	3830	St. Helen School .....	3884	<b>Sidney</b>	
St. Boniface.....	1010	St. Luke School, Beavercreek.....	3885	Holy Angels School.....	3913
St. Catherine of Siena .....	3831	<b>Fairfield</b>		<b>Springfield</b>	
St. Cecilia School .....	3832	Sacred Heart School .....	3889	Catholic Central Schools (Grades K-12).....	2915
St. Clement School .....	3834	<b>Greenville</b>		<b>Troy</b>	
St. Clement School .....	3834	St. Mary School .....	3890	St. Patrick School .....	3919
St. Dominic School.....	3835			<b>Vandalia</b>	
St. Francis de Sales .....	1012			St. Christopher School .....	3921
St. Francis Seraph.....	1013			<b>Xenia</b>	
St. Gabriel Consolidated Schools.....	3836			St. Brigid School .....	3923

\* List School Code in Section C of the SAF.