



Apply Online Today!

- **Step 1:** Navigate to your institution's website to complete the online application
- **Step 2:** Submit your Federal Form 1040 Income Tax Return, W-2 forms, and supporting documentation for non-taxable income to FACTS. You can upload documents by logging into your online account or fax them to 866-315-9264. Draft or Preview Copy tax documents will not be accepted.

Please allow at least two weeks for processing your application.



Who decides how much financial aid I will receive?

The educational institution granting aid is solely responsible for determining the final award. The analysis completed by FACTS Grant & Aid Assessment serves as a recommendation only.

Why do I have to provide this personal and confidential information?

FACTS Grant & Aid Assessment must verify your expenses and household income to assist your institution in making an informed decision about the amount of financial aid needed for each family.

How can I check the status of my application?

Once you have completed the online application, you will be able to log on to the FACTS Grant & Aid Assessment website to check the status of your application.

Help is available from FACTS



Grant & Aid Assessment

info@factsmgt.com - Phone:866-315-9262 / Fax: 866-315-9264
PO Box 82524 Lincoln, NE 68501-2524



Facts Grant & Aid Checklist

Don't forget to send the following:

- ❑ Copy of 2013 IRS Federal Form 1040, 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.
- ❑ Copies of all 2013 W-2 Wage and Tax Statements for both the applicant and co-applicant. NOTE: If you are applying before you have received all the 2013 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 (4 pages), Schedule K-1 and Form 8823

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 2013 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).

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 2 to 3 business days.