



# Office of Financial Aid

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## 2018-2019 TASFA Cover Sheet

### Purpose

The Texas Application for State Financial Aid (TASFA) is used to calculate financial aid eligibility for students who are not U.S. Citizens or are not eligible for federal financial aid, but are classified as residents of the state of Texas under Senate Bill 1528.

### Residency Status

Your residency status with UT Dallas must indicate that you are classified as a Texas resident under Senate Bill 1528 before we can process your TASFA. If you have not already done so, you will need to contact the Registrar's Office to update your residency status. You can contact them by emailing [residency@utdallas.edu](mailto:residency@utdallas.edu) or by calling 972-883-2342.

### Required Supporting Documentation

Along with the TASFA, please submit the following supporting documents:

#### Students

- Your 2016 Tax Return Transcript (obtained from <https://www.irs.gov/>)
- If you did not file a 2016 tax return:
  - Student's Statement of Not Filing A Tax Return form (available at <http://www.utdallas.edu/finaid/forms/>)
  - Copies of your 2016 IRS Form(s) W-2
  - Independent Students Only: IRS Verification of Non-Filing Letter for 2016 (obtained from <https://www.irs.gov/> or by submitting IRS Form 4506-T via fax/mail to the IRS)
- If you were born male and are over 18 years of age:
  - Proof of registration with Selective Service (visit <https://www.sss.gov/> for more information)

#### Parents of Dependent Students

- Your parent's 2016 Tax Return Transcript (obtained from <https://www.irs.gov/>)
- If your parent did not file a 2016 tax return:
  - Parent's Statement of Not Filing a Tax Return form (available at <http://www.utdallas.edu/finaid/forms/>)
  - Copies of your parent's 2016 IRS Form(s) W-2
  - IRS Verification of Non-Filing Letter for 2016 (obtained from <https://www.irs.gov/> or by submitting IRS Form 4506-T via fax/mail to the IRS)

\*Note that additional documentation may be required upon review of your application. If additional information is needed to process your file, we will notify you by sending an email to your UT Dallas email account.

Please submit your completed TASFA and supporting documents to the Office of Financial Aid by:

Email: [financial-aid@utdallas.edu](mailto:financial-aid@utdallas.edu) or Fax: 972-883-6803 or In-person drop-off: Student Services Building, first floor

# 2018-19 TASFA

Texas Application for State Financial Aid

July 1, 2018 – June 30, 2019

The Texas Application for State Financial Aid (TASFA) is used to collect information to help determine eligibility for state financial aid programs that are administered by institutions of higher education in the state of Texas. Students that are classified as a Texas Resident who cannot apply for federal financial aid using the Free Application for Federal Student Aid (FAFSA) are encouraged to complete the TASFA. To review the FAFSA filing requirements, visit [www.fafsa.ed.gov](http://www.fafsa.ed.gov) or visit the financial aid office at the institution you plan to attend for the 2018-19 award year. Please note that Texas Residency can only be determined by the institution that you plan to attend. This application cannot be used to determine your state residency status or final eligibility for state aid.

To complete this application, each item within the applicable sections must be answered. **For clarification on specific items, please reference the Notes section. If you have further questions, contact the financial aid office at your institution.**

Texas state priority deadline for many institutions of higher education is **March 15, 2018** for the 2018-19 award year. It is recommended that applicants complete and submit this application and any other required documentation to the financial aid office prior to the state priority deadline date.

## STEP ONE: STUDENT INFORMATION (See Notes for questions 5-6)

1. Last Name		2. First Name		3. M.I.	
4. Date of Birth		5. Social Security Number or DACA # or Not Applicable [ ]		6. College Student ID	
7. Permanent Mailing Address					
8. City		9. State	10. Zip Code		11. Phone Number
12. Email Address			Alternate Email:		
13. What will your high school completion status be when you begin college in the 2018-2019 school year?		High school diploma [ ]		Homeschooled [ ]	
		General Educational Development (GED) certificate [ ] <small>(Skip to Question 16)</small>		None of the above [ ] <small>(Skip to question 18)</small>	
14. High School Name <small>(If applicable)</small>					
15. High School City <small>(If applicable)</small>		16. State <small>(If applicable)</small>	17. Date of Graduation		
18. Will you have your first bachelor's degree before you begin the 2018-19 school year? [ ] Yes [ ] No					
19. What will your grade level be when you begin the 2018-19 school year?			20. What degree or certificate will you be working on when you begin the 2018-19 school year?		
Never attended college ..... <small>(No college credits)</small>			1st bachelor's degree .....		
1st year undergraduate ..... <small>(Up to 30 college credits towards degree)</small>			2nd bachelor's degree .....		
2nd year undergraduate/sophomore ..... <small>(30-60 college credits towards degree)</small>			Associate degree ..... <small>(occupational, technical program, general education or transfer program)</small>		
3rd year undergraduate/junior ..... <small>(60-90 college credits towards degree)</small>			Certificate or diploma .....		
4th year undergraduate/senior ..... <small>(90-120 college credits towards degree)</small>			Teaching credential ..... <small>(non-degree program e.g. Teacher Certification )</small>		
5th year/other undergraduate ..... <small>(120 or more college credits towards degree)</small>			Graduate or professional degree .....		
1st year graduate/professional.....			Other/undecided .....		
Continuing graduate/professional or beyond .....					

**STEP ONE: STUDENT INFORMATION CONTINUED... (See Notes for questions 24-29)**

**21. Where do you plan to live during the 2018-19 school year?**

- On campus     Off campus     With parent or relative

**22. At the start of the 2018-19 school year, how many credits/hours will you be enrolled in?**

- Full-time (12 hours or more)     Three-quarter time (9-11 hours)  
 Half-time (6-8 hours)     Less than half-time (5 hours or less)  
 Not sure

**23. If you are transferring schools, have you earned an Associate Degree?**

- Yes  
(Enter the date you earned an Associate Degree \_\_\_\_\_)  
 No

**24. Where you born male or female?**

- Male  
 Female

In order to qualify for state, aid males between the age of 18 and 25, regardless of residency, must register with Selective Service (with limited exceptions). A copy of the registration acknowledgement card must be provided to the institution's financial aid office.

**25. Have you been convicted of a felony or a crime involving a controlled substance?**

- Yes     No

**26. Have you previously received state Financial Aid?**

- Yes     No

**27. (A) Are you interested in being considered for the Texas College Work-Study program?**

- Yes     No     Don't know

**(B) If yes, do you have authorization to work in the U.S.?**

- Yes     No     Don't know     Not applicable

**28. As of today, what is your marital status?**

- I am single     I am separated  
 I am married/remarried     I am divorced or widowed

**29. Month and year you were married, remarried, separated, divorced or widowed.**

- Month: \_\_\_\_\_ Year: \_\_\_\_\_ Not applicable

**STEP TWO: STUDENT DEPENDENCY STATUS DETERMINATION (See Notes for questions 30 and 35-40)**

- |  |                              |                             |
|--|------------------------------|-----------------------------|
| <b>30.</b> Were you born before January 1, 1995? .....   | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| <b>31.</b> As of today, are you married? (Also answer <b>yes</b> if you are separated but not divorced) .....  | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| <b>32.</b> At the beginning of the 2018-19 school year, will you be working on a master's or doctorate program? .....<br>(e.g. MA, MBA, JD PhD, EdD, MD, etc.)   | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| <b>33.</b> Do you now have or will you have children who will receive more than half of their support from you between July 1, 2018 and June 30, 2019?.....  | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| <b>34.</b> Do you have dependents (other than your children or spouse) who live with you and who receive more than half of their support from you, now and through June 30, 2019?.....   | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| <b>35.</b> At any time since you turned age 13, were you in foster care, were you a dependent or ward of the court, or were both your parent(s) deceased? (You do not have to currently be a ward of the court).....   | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| <b>36.</b> As determined by the state's court, are you or were you an emancipated minor? .....   | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| <b>37.</b> As determined by the state's court, does someone other than your parent or stepparent have legal guardianship of you?.....  | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| <b>38.</b> At any time on or after July 1, 2017, did your high school or school district's homeless liaison determine that you were an unaccompanied youth who was homeless or were self-supporting at risk of being homeless?.....  | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| <b>39.</b> At any time on or after July 1, 2017, did the director of an emergency shelter or transitional housing program, funded by the U.S. Department of Housing and Urban Development, determine that you were an unaccompanied youth who was homeless or were self-supporting and at risk of being homeless?..... | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| <b>40.</b> At any time on or after July 1, 2017, did the director of a runaway or homeless youth basic center or transitional living program determine that you were an unaccompanied youth who was homeless or were self-supporting and at risk of being homeless?.....   | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

**STEP THREE: PARENT INFORMATION (See Notes for questions 41-56)**

If you answered “No” to all the questions in **STEP TWO**, you must include parental information, even if you do not live with your legal parents (biological, adoptive, or as determined by the state [for example, if the parent is listed on the birth certificate]). Grandparents, foster parents, legal guardians, widowed stepparents, aunts, uncles, and siblings are **not** considered parents on this form, unless they have legally adopted you.

If your legal parents are married to each other, or are not married to each other and **live together**, answer the questions about both of them. If you are in a single parent home (e.g. parent(s) was never married or is remarried, divorced, separated, etc.), review the TASFA Notes for further clarification.

**PARENT’S MARITAL STATUS****41. As of today, what is the marital status of your legal parents?**

- Married or Remarried     Never Married  
 Divorced or Separated     Widowed  
 Unmarried and both parents living together

**42. Month and year your parents were married, remarried, separated, divorced or widowed:**

Month: \_\_\_\_\_ Year: \_\_\_\_\_ Not applicable

**PARENT 1 (Mother/Father/Stepparent)****43. Last Name****44. First Name****45. Date of Birth****46. Social Security Number or DACA # or Not Applicable** **47. Phone Number****48. Email Address****49. Highest level of education completed.**     Middle School/Jr. High     High School     College or Beyond     Other/Unknown**PARENT 2 (Mother/Father/Stepparent)****50. Last Name****51. First Name****52. Date of Birth****53. Social Security Number or DACA # or Not Applicable** **54. Phone Number****55. Email Address****56. Highest level of education completed.**     Middle School/Jr. High     High School     College or Beyond     Other/Unknown**STEP FOUR: INCOME INFORMATION - Documentation will need to be submitted to the financial aid office. (e.g. W-2’s, tax transcripts, tax returns, etc.)**

If you answered “No” to all of the questions in **STEP TWO**, you must include parental information, as defined in **STEP THREE**. If you answered “Yes” to any of the questions in **STEP TWO**, you are only required to enter income information for yourself (and your spouse).

**PART A. EARNINGS (See Notes for question 57-66)****Student Earnings**

- 57. Did you (or spouse) work in 2016?**     Yes     No
- 58. If yes, how much did you (and spouse) earn from working in 2016?**  
 Student: \_\_\_\_\_ Spouse: \_\_\_\_\_
- 59. Did you (or spouse) file a 2016 tax return?**  
 Student     Yes     No  
 Spouse     Yes     No
- 60. Was an Individual Taxpayer Identification Number (ITIN) used to file a 2016 tax return? If so, enter below or mark N/A**  
 Student: \_\_\_\_\_     N/A  
 Spouse: \_\_\_\_\_     N/A
- 61. As of today, are you (or spouse) a dislocated (currently un-employed) worker?**  
 Student     Yes     No     Don’t know  
 Spouse     Yes     No     Don’t know

**Parent Earnings**

- 62. Did your parent(s) work in 2016?**     Yes     No
- 63. If yes, how much did your parent(s) earn from working in 2016?**  
 Parent 1: \_\_\_\_\_ Parent 2: \_\_\_\_\_
- 64. Did your parent(s) file a 2016 tax return?**  
 Parent 1     Yes     No  
 Parent 2     Yes     No
- 65. Was an Individual Taxpayer Identification Number (ITIN) used to file a 2016 tax return? If so, enter below or mark N/A**  
 Parent 1: \_\_\_\_\_     N/A  
 Parent 2: \_\_\_\_\_     N/A
- 66. As of today, is either of your parents a dislocated (currently un-employed) worker?**  
 Parent 1     Yes     No     Don’t know  
 Parent 2     Yes     No     Don’t know

For questions, 67-71, if the answer is zero or the question does not apply to you, enter "0" DO NOT LEAVE ANY BLANKS. Report whole dollar yearly amounts with no cents.

STUDENT	SPOUSE (If applicable)	PARENT 1	PARENT 2
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**PART B. 2016 UNTAXED INCOME for 2016 (See Notes for questions 67-70)**

67. Child support received for any of your children.				
68. Housing, food, and other living allowances paid on your behalf.				
69. Other untaxed income not reported. (Such as worker's compensation, disability, etc.)				
70. Cash earnings (Wages not listed on taxes or W-2 forms)				
71. TOTAL UNTAXED INCOME				

**PART C. 2016 ADDITIONAL FINANCIAL INFORMATION (See Notes for questions 72-74)**

72. Child support paid.				
73. Taxable earnings from work-study or other need-based work programs.				
74. Earnings from work under a cooperative education program offered by a college.				

**PART D. 2016 ASSETS (See Notes for questions 75-77)**

75. As of today, what is the total current balance of cash, savings, and checking accounts?				
76. As of today, what is the net worth of investments, including real estate? (Do not include the home you live in or the balance of retirement plans)				
77. As of today, net worth of current businesses and/or investment farms?				

**PART E. FEDERAL ASSISTANCE PROGRAMS**

78. At any time during 2017 or 2018, did you (your spouse) or anyone in your household receive benefits from any of the federal programs listed?  
**Mark all that apply (leave blank if not applicable).**

- Medicaid or Supplemental Security Income (SSI)     
  Supplemental Nutrition Assistance Program (SNAP)     
  Free or Reduced Price School Lunch     
  Temporary Assistance for Needy Families (TANF)     
  Special Supplemental Nutrition Program for Women, Infants, and Children (WIC)

**PART F. NON-TAX FILERS - Only complete if you (and your spouse) did not file taxes for 2016, or your parent(s) did not file taxes for 2016, if parental information is required.**

79. Explain what sources of income or public assistance you and/or your family used to pay for living expenses. Your financial aid office may request additional information. (If you (your spouse) and/or your parents did not meet either of the IRS Income filing thresholds from earnings or self-employment, and did not file taxes, please provide a breakdown of your living expenses (e.g. rent, food, utilities, bills, etc.).

Living Expenses	Cost for the year	To pay for living expenses listed, the following sources of income were used:
Rent	\$	
Food	\$	
	\$	
	\$	
	\$	
	\$	
	\$	

**STEP FIVE: HOUSEHOLD INFORMATION (See Notes for questions 80-81)**

If you answered “**Yes**” to any of the questions in **STEP TWO**, list the people in your household in the chart below. Include yourself (and spouse) and your children if you will provide more than half of their support between July 1, 2018 and June 30, 2019 (even if they do not live with you). Do not include people that you will not provide more than half of their support between July 1, 2018 and June 30, 2019 (e.g. a roommate). Include any other people if they now live with you, and you provide and will continue to provide more than half of their support through June 30, 2019.

If you answered “**No**” to all of the questions in **STEP TWO**, list the people in your household in the chart below. Include yourself (even if you don’t live with your parents), your parents and your parents’ other children (even if they do not live with your parents) if your parents will provide more than half of their support from July 1, 2018 and June 30, 2019. Include any other people if they now live with your parents, and your parents provide and will continue to provide more than half of their support through June 30, 2019.

Full Name of each household member (Examples: parent(s), sibling(s), grandparent or spouse)	Age	Relationship to student (e.g. sister, son)	College/University (If applicable)
		Self	
80. Total number in household:		81. Total number in college for 2018–19:	

**STEP SIX: SIGNATURE(S)**

**82.** I certify that I will use state student financial aid to pay only the cost of attending an institution of higher education, and that the information provided on this form is true, complete, and correct to the best of my knowledge. I understand that any false statements may void my eligibility for state financial aid. I also certify that the information provided on this form will be used only for evaluation of eligibility for state financial aid and that I may need to provide additional information for my school to determine eligibility for state financial aid.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent Signature\* \_\_\_\_\_ Date \_\_\_\_\_

\*Only required if all questions in **STEP TWO** were answered “**No**”

**Mark which parent signed above.**

Parent 1 [ ] Parent 2 [ ]

# 2018-19 TASFA Notes

## Texas Application for State Financial Aid

July 1, 2018 – June 30, 2019

The following notes are to provide additional clarification to the questions on the application. The blue items indicate a Student (and spouse) response is needed and the purple indicate a Parent(s) response is needed. If additional assistance is needed, please contact the institution's financial aid office that you currently attend or plan to attend for 2018-19.

### STEP ONE: STUDENT INFORMATION

#### Notes for questions 5 and 6 (page 1)

**Question 5.** If you have been issued a social security card, enter your assigned number. If you have been approved for Deferred Action of Childhood Arrivals (DACA), enter your assigned social security number (SSN) through this program. If you don't have an assigned SSN, mark N/A.

**Question 6.** Enter your ID number issued by your college or university.

#### Notes for question 24 (page 2)

Enter your gender at birth.

In order to qualify for state aid, males between the age of 18 and 25, regardless of residency status must register with Selective Service (with limited exceptions). This requirement applies to any person assigned the sex of male at birth. The selective service registration form may be obtained at a U.S. Post Office or at [www.sss.gov](http://www.sss.gov). Once submitted a copy of your registration acknowledgement card must be provided to the institution's financial aid office. If you are currently of the age and gender requiring registration with Selective Service, but knowingly and willfully fail to do so, you are not eligible to receive funds from the State of Texas ([Texas Education Code, Section 51.9095](#)).

#### Notes for question 25 (page 2)

If you have been convicted of a felony or a crime involving a controlled substance (e.g. drugs, alcohol), enter "Yes".

If "Yes", see your institution's financial aid office regarding additional documentation that may be requested (e.g. confirmation of eligibility).

#### Notes for question 26 (page 2)

State financial aid programs can include:

- Toward EXcellence, Access and Success (TEXAS) Grant
- Texas Educational Opportunity Grant (TEOG)
- Tuition Equalization Grant (TEG)
- Texas College Work-Study (TCWS)
- B-On-Time (BOT)
- Top Ten Percent (Top 10%) Scholarship
- College Access Loan (CAL)
- Texas Armed Services Scholarship Program (TASSP)
- Bilingual Education Scholarship Program
- Exemptions
- Waivers

#### Notes for question 27 (page 2)

- A. Texas College Work-Study is a state program that provides employment positions to eligible students with financial need.
- B. If you have been approved for Deferred Action of Childhood Arrivals (DACA), you could be eligible for the Texas College Work-Study Program. Your college will require proof of your authorization to work in the U.S. (e.g. copy of your SSN card).

#### Notes for questions 28 and 29 (page 2)

**Question 28.** Report your marital status as of the date you sign your TASFA (enter married if you are separated but not divorced). If your marital status changes after you sign your TASFA, check with your financial aid office at your institution.

**Question 29.** Enter the **Month** and **Year** of the status selected in **question 28**. If you have never been married, remarried, separated, divorced or widowed, mark "Not applicable".

### STEP TWO: STUDENT DEPENDENCY DETERMINATION

#### Notes for question 30 (page 2)

If you were born on January 1, 1995, you should enter "no".

#### Notes for question 35 (page 2)

Enter "Yes" if at any time since you turned age 13:

- You had no living parent (biological or adoptive), even if you are now adopted;
- You were in foster care, even if you are no longer in foster care today; or
- You were a dependent/ward of the court, even if you are no longer a dependent/ward of the court today.

If you are not sure if you were in foster care, check with your state's child welfare agency. You can find that agency's contact information at [www.childwelfare.gov/nfcad](http://www.childwelfare.gov/nfcad).

#### Notes for question 36 (page 2)

Enter "Yes" if you can provide a copy of the court's decision that as of today, you are an emancipated minor. Also, enter "Yes" if you can provide a copy of a court's decision that you were an emancipated minor or were an emancipated immediately before you reached the age of being an adult in Texas. The court must be located in your state of legal residence at the time the court's decision was made.

Enter "No" if you are still a minor and the court decision is no longer in effect or the court decision was not in effect at the time you became an adult. The financial aid administrator at your school may require you to provide additional information such as a copy of the court's decision.

#### Notes for question 37 (page 2)

The definition of legal guardianship does not include your parents, even if they were appointed by a court to be your guardians. You are also not considered a legal guardian of yourself.

Enter "Yes" if you can provide a copy of the court's decision that as of today, you are in legal guardianship. Also, enter "Yes" if you can provide a copy of a court's decision that you were in legal guardianship or were in legal guardianship before you reached the age of being an adult in Texas. The court must be located in your state of legal residence at the time the court's decision was made.

Enter "No" if you are still a minor and the court's decision is no longer in effect or the court's decision was not in effect at the time you became an adult. The financial aid administrator at your school may require you to provide additional information such as a copy of the court's decision.



## Notes for questions 38-40 (page 2)

Enter **“Yes”** if you received a determination at any time on or after July 1, 2017, that you were an unaccompanied youth who was homeless or, at risk for being homeless.

- **Homeless** - means lacking fixed, regular, and adequate housing, which includes living in shelters, motels, or cars, or temporarily living with other people because you had nowhere else to go.
- **Unaccompanied** - means you are not living in the physical custody of your parent or guardian.
- **Youth** - means you are 21 years of age or younger or you are still enrolled in high school as of the day you sign this application.

Answer **“No”** if you are not homeless or at risk of being homeless, or if you do not have a determination. You should contact your financial aid office for assistance if you do not have a determination but believe you are an unaccompanied youth who is homeless or are an unaccompanied youth providing for your own living expenses who is at risk of being homeless.

## STEP THREE: PARENT INFORMATION

### Notes for questions 41-56 (page 3)

**Question 41.** Report your legal parent’s marital status as of the date you sign your TASFA (enter married if they are separated but not divorced). If your parent’s marital status changes after you sign your TASFA, check with your financial aid office at your institution.

- If your legal parents (biological, adoptive, or as determined by the state [for example, if the parent is listed on the birth certificate]) are not married to each other and **live together**, select **“Unmarried and both parents living together”** and provide information about both of them regardless of their gender. Do not include any person who is not married to your parent and who is not a legal or biological parent.
- If your legal parents are married, select **“Married or remarried.”** If you’re legal parents are divorced but living together, select **“Unmarried and both parents living together.”** If you’re legal parents are separated but living together, select **“Married or remarried,”** not **“Divorced or separated.”**
- If your legal parents are divorced or separated, answer the questions about the parent you lived with more during the past 12 months. (If you did not live with one parent more than the other, give answers about the parent who provided more financial support during the past 12 months or most recent year that you received support from a parent.) For instance, if you feel the support was equal (50/50), list information for the parent that provided at least 51% (slightly more) of your support for the year. **If this parent is remarried as of today, answer the questions about that parent and your stepparent.**
- If your widowed parent is remarried as of today, answer the questions about that parent and your stepparent.

**Question 42.** Enter the **Month** and **Year** of your parent’s marital status selected in **question 41**. If your parents have never been married, remarried, separated, divorced or widowed, mark **“Not applicable”**.

**Question 43-46.** Enter the all information for **Parent 1** and **Parent 2** (if applicable).

## STEP FOUR: INCOME INFORMATION

### PART A. EARNINGS

#### Notes for question 57 and 58 (page 3)

#### Notes for question 62 and 63 (page 3)

**Question 57 and 62.** Indicate whether you, your spouse, and/or your parent(s) worked anytime from January 1, 2016 through December 31, 2016.

**Question 58 and 63.** In order to accurately assess your financial situation, your institution needs to account for all sources of income. In cases where your family’s earnings from employment are at or above the IRS filing threshold requirements, the financial aid office will require that you file taxes before processing your TASFA. Tax filing requirements can be found in IRS Publication 17, Table 1-1: Filing Requirements for Most Taxpayers. See <https://www.irs.gov/uac/About-Publication-17>

**Nontax filers:** If you (and your spouse) and/or your parent(s) did not meet either of the IRS income filing thresholds, you will not be required to file taxes for state financial aid purposes. However, you will need to provide a breakdown of your living expenses and explain the sources of income that you used to pay for those expenses. (See **PART F. NONTAX FILERS**)

#### Notes for question 59 and 60 (page 3)

#### Notes for question 64 and 65 (page 3)

**Question 59 and 64.** Indicate whether you, your spouse, and/or your parent(s) have completed a federal or foreign tax return for 2016. If **“Yes”**, you will be required to submit documents to your financial aid office (e.g. tax returns, tax transcripts, W-2’s).

**Tax ID Numbers:** Enter tax ID numbers for you, your spouse, and/or your parent(s) if they were used to complete the 2016 tax return.

**Question 60 and 65.** Enter an Individual Taxpayer Identification Number (ITIN) for you, your spouse, and/or your parent(s), if used to file a 2016 tax return.

**Note:** Mark N/A if an ITIN **was not** used to file a 2016 tax return.

#### Notes for question 61 (page 3)

#### Notes for question 66 (page 3)

In general, a person may be considered a dislocated worker if he or she:

- is receiving unemployment benefits due to being laid off or losing a job and is unlikely to return to a previous occupation;
- has been laid off or received a lay-off notice from a job; was self-employed but is now unemployed due to economic conditions or natural disaster; or
- is the spouse of an active duty member of the Armed Forces and has experienced a loss of employment because of relocating due to permanent change in duty station; or
- is the spouse of an active duty member of the Armed Forces and is unemployed or underemployed, and is experiencing difficulty in obtaining or upgrading employment; or
- is a displaced homemaker. A displaced homemaker is generally a person who previously provided unpaid services to the family (e.g., a stay-at-home mom or dad), is no longer supported by the spouse, is unemployed or underemployed, and is having trouble finding or upgrading employment.



## PART B. 2016 UNTAXED INCOME

### Notes for questions

67-70 (page 4)

**Question 67.** Report child support that you, your spouse, or your parent(s), as applicable, received for all children during 2016. Do not include foster care or adoption payments.

**Question 68.** Housing, food, and other living allowances provided to you or your parents must be reported when they are part of a compensation package received for a job. Include cash payments and cash value of benefits. If you received free room and board in 2016 for a job, you must report the value of the room and board as untaxed income. (For this category, "housing allowances" excludes rent subsidies for low-income housing).

**Question 69.** Do not include student aid, earned income credit, child tax credit, untaxed Social Security benefits, Workforce Investment Act educational benefits, combat pay (if you are not a tax filer), benefits from flexible spending arrangements (e.g. cafeteria plans), foreign income exclusion, or credit for federal tax on special fuels.

**Question 70.** Enter any income that was paid in cash or other means for which a tax return was not filed or a W-2 form was not provided.

## PART C. 2016 ADDITIONAL FINANCIAL INFORMATION

### Notes for questions

72-74 (page 4)

**Question 72.** Report any child support payments paid by you, your spouse, or your parent(s), as applicable, during 2016 as a result of divorce, separation, or some other legal requirement. These are payments that are made to a child (or children) not living in you or your parent(s) household.

**Question 73.** Report earnings from need-based work programs and need-based employment portions of fellowships and assistantships.

**Question 74.** Report any student grant and scholarship aid that was reported to the IRS on you or your parent(s) 2016 federal income tax return. This includes benefits such as awards, living allowances, and interest accrual payments as well as grant and scholarship portions of fellowships and assistantships.

## PART D. 2016 ASSETS

### Notes for questions

75-77 (page 4)

**Question 75.** Do not enter student financial aid awards in this amount.

**Question 76.** Net worth means current value minus debt. If net worth is negative, enter 0.

**Question 77.** Business and/or investment farm value includes the market value of lands, buildings, machinery, equipment, inventory, etc. Business and/or investment farm debt means only those debts for which the business or investment was used as collateral. Business value does not include the value of a small business if your family owns and controls more than 50% of the business and the business has 100 or fewer full-time or full-time equivalent employees.

For small business value, your family includes:

- Persons directly related to you
- Persons who are or were related to you by marriage, such as a spouse, stepparent, or sister-in-law

Investment farm value does not include the value of a family farm that you, your spouse, and/or your parent(s) live on and operate.

## STEP FIVE: HOUSEHOLD INFORMATION

### Notes for questions

80-81 (page 5)

**Question 80.** List the members of your household. Include the following:

- Yourself, even if you live with your parents.
- Spouse (if applicable).
- Your children (even if they live outside your home and you will provide more than 50% of their financial support between July 1, 2018 and June 30, 2019).
- Other people that live with you and you will provide more than 50% of their financial support between now and June 30, 2019. Parents (if applicable).
- Your parent's other children (even if they do not live with your parents and your parents will provide more than 50% of their financial support between July 1, 2018 and June 30, 2019).

**Note:** Do not include people in your household that you will not provide more than half of their support between July 1, 2018 and June 30, 2019 (e.g. roommate).

**Question 81.** Always count yourself as a college student. Do not include parents, and do not include siblings who are in the U.S. military service academies. You may include others, only if they will attend a program that leads to a college degree or certificate at least half-time in 2018-19.