



Student Aid Form 2012 - 2013

PARENT NAME



St. Ursula Academy of Cincinnati, Inc.
Cincinnati, OH
School Code: 1821
PSAS: 1219 P-R-N-B (9-12)

Students attending schools in the Archdiocese of Cincinnati that require early analysis should complete this application.

If you are applying for other students, including:

- Students attending other elementary schools contracted with PSAS that do not accept early analysis
- Upperclass students at any school requiring early analysis for 9th grade students only
- High school students at any other high school not requiring early analysis

You will be required to submit a second application, with updated tax information from 2011 and application fee.

This form must be postmarked no later than DECEMBER 1, 2011.

TO COMPLETE THIS APPLICATION YOU WILL NEED TO INCLUDE:

Please note: This application requires documentation for income received in 2010.

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(s) 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 8½ x 11 paper - documentation CANNOT be returned.**)
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 \$24.00 (**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 individuals 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 and all documentation for your records.

To check the processing status of your application, go to www.psas.org.

STUDENT NAME

Student Aid Form • 2012 - 2013

● IMPORTANT: Print clearly and neatly with a blue or black ball point pen ●

A Parent, Guardian, or Other Adult Responsible for Tuition

Check One: Father Mother Step-Father Step-Mother Other Adult

Last Name _____ First Name _____ M.I. _____
 _____ (_____) _____
 Social Security Number _____ Age _____ (Area Code) Home Phone _____

Address _____ Apartment # (if applicable) _____

City _____ State _____ Zip Code _____
 _____ (_____) _____
 (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, please check 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 Step-Father Step-Mother Other Adult

Last Name _____ First Name _____ M.I. _____
 _____ (_____) _____
 Social Security Number _____ Age _____ (Area Code) Home Phone _____

Address _____ Apartment # (if applicable) _____

City _____ State _____ Zip Code _____
 _____ (_____) _____
 (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, please check 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 2012? _____
 Please list all dependent children in order of oldest to youngest, including college students. Indicate each dependent's relation to Parent/Guardian A: child, foster child, grandchild, etc.

1	Dependent Last Name	Dependent First Name	M.I.	Age	Relation to Parent/Guardian A	Name of school student plans to attend in the Fall of 2012		Grade in the fall of 2012	Applying for Aid? check one		Amount I/We feel I/We can pay toward tuition?	Tuition charged yearly per student?	School Code*
						DO NOT ABBREVIATE			Yes	No			
						City and State			<input type="radio"/>	<input type="radio"/>			
						School Name			<input type="radio"/>	<input type="radio"/>			
						City and State			<input type="radio"/>	<input type="radio"/>			
						School Name			<input type="radio"/>	<input type="radio"/>			
						City and State			<input type="radio"/>	<input type="radio"/>			
						School Name			<input type="radio"/>	<input type="radio"/>			
						City and State			<input type="radio"/>	<input type="radio"/>			
						School Name			<input type="radio"/>	<input type="radio"/>			
						City and State			<input type="radio"/>	<input type="radio"/>			

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

*Refer to School Code and Parish Code lists

D Household Information

1. Number of individuals who will reside in my/our household during the 2012-2013 school year:

Parents/Guardians _____ Children _____ Other* _____

*If Other, please explain _____

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 Single, Divorced, Remarried, or Separated, please complete Section E.

E Single, Divorced, Remarried, or Separated Parents (To be completed by the Parent/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 _____ M.I. _____

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.	[]	[]
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) See 2010 1040 lines 12, 17, and 18	\$ _____	\$ _____
5. Other non-work taxable income from interest, dividends, alimony, unemployment, and non-business income. See 2010 1040 lines 8a, 9a-11, 13, 14, 15b, 16b, 19-21; See 2010 1040A lines 8a-14b	\$ _____	\$ _____
6. Allowable "Adjustments to Income" as reported on your IRS 1040, 1040A, or 1040EZ. See 2010 1040 line 36 or 1040A line 20	\$ _____	\$ _____
7. Total "Adjusted Gross Income" as reported on your IRS 1040, 1040A, or 1040EZ. See 2010 1040 line 37 or 1040A line 21	\$ _____	\$ _____
8. Total Tax Paid as reported on your IRS 1040, 1040A, or 1040EZ. See 2010 1040 line 60 or 1040A line 37	\$ _____	\$ _____
9a. Medical/Dental expenses as reported on Schedule A, line 1 of your IRS 1040 form.	\$ _____	\$ _____
9b. Charitable Contributions as reported on Schedule A, line 19 of your IRS 1040 form.	\$ _____	\$ _____

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

c. Are you current on your monthly payment? Yes No

If No, what was the total amount paid in **2010**? \$ _____

22. If you own a 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

d. Are you current on your monthly payment? Yes No

If No, what was the total amount paid in **2010**? \$ _____

G Non-Taxable Income

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

10. Child Support \$ _____ per year

11. Cash Assistance (TANF) \$ _____ per year*

12. Food Stamps and/or W.I.C. \$ _____ 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 (parsonage, manse, etc.) Total received in 2010 \$ _____*

16. Other non-taxable income (Working for cash, Adoption and/or Foster Subsidy, Worker's Comp., Disability, Pension/Retirement, etc. Identify source(s) in Section L) \$ _____ per year*

a. Any and all Military/VA Benefits and/or Compensation Total received in 2010 (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 11-16a; either a YEAR-END Statement from the appropriate Public Agency, or documentation showing totals from 1/1/10-12/31/10.

I Assets & Investments (Current Values)

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 \$ _____

a. What was your total contribution to your retirement account(s) in **2010** (IRA, Keogh, 401K, SEP, etc.)? \$ _____

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)

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

Keep a copy of this completed application and all documentation for your records.

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 (**2012-2013**); the amount you feel you can pay toward tuition per year, and the amount of tuition charged per student per year.

If "No" 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 the parent listed in Section A.

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

E Single, Divorced, Remarried, or Separated 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. (See **2010 1040 lines 12, 17, and 18, enter sum total.**)

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.** (See **2010 1040 lines 8a, 9a-11, 13, 14, 15b, 16b, 19-21, or 1040A lines 8a-14b, enter sum total.**)

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. (See **2010 1040 line 36, or 1040A line 20.**)

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. (See **2010 1040 line 37, or 1040A line 21.**)

ITEM 8: Enter the Total Tax paid (not withheld) as reported on your IRS Form 1040, 1040A, or 1040EZ. (See **2010 1040 line 60, or 1040A line 37.**)

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

ITEM 9b: Enter the total amount of Charitable Contributions as reported on Schedule A, line 19 of your IRS Form 1040 (attach Schedule A).

Keep a copy of this completed application and all documentation 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 and/or W.I.C.: 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: Working for cash, Deductible IRA or Keogh payments; untaxed portions of pensions; tax exempt interest income; foreign income exclusion; Workers' Compensation; 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); adoption and/or foster care subsidy, or any other benefit or income not subject to taxation by any government (Refugee Assistance, etc.). Identify source(s) in Section L.

ITEM 16a: Any and all Military/VA Benefits and/or Compensation: Provide your Leave and Earnings Statement (if applicable) and report the total amount received for **2010** of food and other living allowances paid to members of the military, veterans non-education benefits (Death Pension, Dependency and Indemnity Compensation, etc.), 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 21c: Indicate whether you are current on your monthly rental payment and if not, what the actual amount was that you paid in **2010**.

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.

ITEM 22d: Indicate whether you are current on your monthly mortgage payment and if not, what the actual amount was that you paid in **2010**.

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. List total amount contributed in **2010** for Item 25a.

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 Certification, Authorization, and Documentation Requirements

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 Form 1040, 1040A, or 1040EZ (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 \$24.00 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 cannot return any documentation).
- Copies of all required non-taxable income documentation.
- Keep a copy of this completed application and all documentation for your records.

Copies of your 2010 W-2 Forms FROM ALL EMPLOYERS

Copies of your 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 8½ x 11 paper**).
- Non-taxable income verification.
- A check or money order for the non-refundable application fee of \$24.00. All returned checks will be subject to an additional \$25.00 fee.
 - ✓ Print clearly and neatly with a blue or black ball point pen.
 - ✓ **Make a photocopy of your completed Student Aid Form and all supporting documentation 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 cannot be returned.**

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

Other Common Errors

A & B Parent, Guardian, or Other Adult

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.

C Student Information

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.*

D Household Information

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.

E Single, Divorced, Remarried, or Separated Parents

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

F Taxable Income

Answer Items 1–9b 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.

G Non-Taxable Income

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

H Housing Information

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, c, and d.

I Assets and Investments

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.*

J Unusual Circumstances

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.

K Business Income (if estimating 2010 income)

Answer each question that pertains to your estimated income.

L Explanation

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

M Certification, Authorization, and Documentation Requirements

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

Archdiocese of Cincinnati Parish Code List

Amelia	1531.....St. Bonaventure	1622.....Holy Trinity	Jamestown	Russia
1500.....St. Bernadette	1532.....St. Boniface	1624.....Incarnation (Centerville)	1664.....St. Augustine	1703.....St. Remy
Arnheim	1533.....St. Catherine of Siena (Westwood)	1629.....Mary Help of Christians (Fairborn)	Lebanon	St. Anthony
1501.....St. Mary (Georgetown)	1534.....St. Cecilia (Oakley)	1630.....Our Lady of Good Hope (Miamisburg)	1665.....St. Francis de Sales	1704.....St. Anthony (Fort Recovery)
Batavia	1535.....St. Clare	1631.....Our Lady of Mercy	Loveland	St. Henry
1502.....Holy Trinity	1536.....St. Clement (St. Bernard)	1632.....Our Lady of the Immaculate Conception	1666.....St. Columban	1705.....St. Henry
Beavercreek	1538.....St. Dominic (Delhi)	1633.....Our Lady of the Rosary	1667.....St. Margaret of York (Twenty Mile Stand)	St. Martin
1503.....St. Luke	1539.....St. Francis de Sales	1635.....Precious Blood	McCartyville	1706.....St. Martin
Bethel	1540.....St. Francis Seraph	1636.....Queen of Apostles	1668.....Sacred Heart	St. Marys
1504.....St. Mary	1541.....St. Francis Xavier (Downtown)	1637.....Queen of Martyrs	Maria Stein	1707.....Holy Rosary
Blanchester	1542.....St. Gabriel (Glendale)	1638.....Resurrection	1669.....St. John the Baptist	St. Paris
1505.....Holy Name	1543.....St. Gertrude (Madeira)	1607.....St. Adalbert	Mason	1708.....Sacred Heart
Botkins	1550.....St. Ignatius Loyola (Monfort Heights)	1608.....St. Agnes	1670.....St. Susanna	St. Joseph
1506.....Immaculate Conception	1552.....St. James of the Valley (Wyoming)	1609.....St. Albert the Great	Mechanicsburg	1709.....St. Joseph (Fort Recovery)
Bradford	1553.....St. James the Greater (White Oak)	1610.....St. Anthony	1671.....St. Michael	St. Peter
1507.....Immaculate Conception	1554.....St. Jerome	1612.....St. Barbara Byzantine	Middletown	1710.....St. Peter (Fort Recovery)
Burkettsville	1555.....St. John Fisher (Newton)	1613.....St. Charles Borromeo (Kettering)	1673.....Holy Family	St. Rose
1508.....St. Bernard	1556.....St. John Neumann	1616.....St. Francis of Assisi (Centerville)	Milford	1711.....St. Rose
Camden	1557.....St. John the Baptist (Dry Ridge)	1617.....St. Helen	1674.....St. Andrew	St. Sebastian
1509.....St. Mary	1559.....St. John the Evangelist (Deer Park)	1618.....St. Henry	1675.....St. Elizabeth Ann Seton (Mt. Repose)	St. Wendelin
Carthagena	1560.....St. John Vianney	1623.....St. Ignatius Antioch	Millville	1713.....St. Wendelin (Fort Recovery)
1510.....St. Aloysius	1561.....St. Joseph	1626.....St. Joseph	1676.....Queen of Peace	Sardinia
Cassella	1562.....St. Joseph (North Bend)	1627.....St. Luke (Beavercreek)	Minster	1714.....St. Elizabeth
1511.....Nativity BVM (Maria Stein)	1563.....St. Jude (Bridgetown)	1628.....St. Mary	1677.....St. Augustine	Shandon
Celina	1564.....St. Lawrence	1634.....St. Peter (Huber Heights)	Monroe	1715.....St. Aloysius
1512.....Immaculate Conception	1565.....St. Leo the Great	1639.....St. Rita	1678.....Our Lady of Sorrows	Sharpsburg
Chickasaw	1566.....St. Louis (Downtown)	1640.....St. Stephen	Montezuma	1716.....St. Paul (Fort Recovery)
1513.....Precious Blood	1567.....St. Margaret Mary (N. College Hill)	Eaton	1679.....Our Lady of Guadalupe	Sidney
Cincinnati	1569.....St. Mark	1641.....Visitation	Morrow	1717.....Holy Angels
1516.....All Saints	1570.....St. Martin de Porres (Lincoln Heights)	Egypt	1680.....St. Phillip	Springfield
1521.....Annunciation	1571.....St. Martin of Tours (Cheviot)	1642.....St. Joseph (Minster)	Mt. Orab	1718.....St. Bernard
1525.....Assumption (Walnut Hills)	1572.....St. Mary (Hyde Park)	Englewood	1681.....St. Michael	1719.....St. Joseph
1526.....Assumption (Mt. Healthy)	1573.....St. Matthias the Apostle	1643.....St. Paul	New Bremen	1720.....St. Mary
1528.....Bellarmino Chapel (Xavier Univ.)	1574.....St. Michael (Sharonville)	Fairborn	1682.....Holy Redeemer	1721.....St. Raphael
1514.....Cathedral of St. Peter in Chains	1575.....St. Monica/St. George (Newman Center)	1644.....Mary Help of Christians	New Carlisle	1722.....St. Teresa of the Child Jesus
1537.....Corpus Christi (New Burlington)	1586.....St. Peter in Chains Cathedral	Fairfield	1683.....Sacred Heart	South Charleston
1544.....Good Shepherd	1589.....St. Robert Bellarmine	1645.....Sacred Heart	New Paris	1723.....St. Charles Borromeo
1545.....Guardian Angels	1590.....St. Rose	Fayetteville	1684.....St. John the Evangelist	Stonelick
1546.....Holy Cross-Immaculata (Mt. Adams)	1592.....St. Saviour (Rossmoyne)	1646.....St. Patrick	1685.....St. Peter	1724.....St. Philomena
1547.....Holy Family	1593.....St. Simon the Apostle	Franklin	New Vienna	Tipp City
1548.....Holy Name	1594.....St. Stephen	1647.....St. Mary	1686.....St. Michael (Greenfield)	1725.....St. John the Baptist
1549.....Holy Trinity (Norwood)	1595.....St. Teresa of Avila	Frenchtown	Newport	Trenton
1551.....Immaculate Heart of Mary (Anderson)	1596.....St. Therese the Little Flower	1648.....Holy Family	1687.....SS. Peter and Paul	1726.....Holy Name
1576.....Mother of Christ	1597.....St. Thomas More (Withamsville)	1651.....Holy Family (Versailles)	North Bend	Troy
1577.....Nativity of Our Lord	1598.....St. Veronica (Mt. Carmel)	1649.....St. Michael	1688.....St. Joseph	1727.....St. Patrick
1578.....Old St. Mary	1599.....St. Vincent de Paul	Fort Loramie	North Lewisburg	Urbana
1579.....Our Lady of Lourdes	1600.....St. Vincent Ferrer (Kenwood)	1650.....Mary Help of Christians	1689.....Immaculate Conception	1728.....St. Mary
1580.....Our Lady of Victory	1601.....St. Vivian (Finneytown)	Fryburg	North Star	Vandalia
1581.....Our Lady of Visitation	1602.....St. William	1652.....St. John (Wapakoneta)	1690.....St. Louis	1729.....St. Christopher
1582.....Our Lady of the Rosary (Greenhills)	1603.....St. Xavier (Downtown)	Georgetown	Osgood	Versailles
1583.....Our Lady of the Sacred Heart (Reading)	Coldwater	1653.....St. George	1691.....St. Nicholas	1730.....St. Denis
1584.....Our Lord Christ the King	Covington	Germantown	Owensville	Wapakoneta
1568.....Prince of Peace	1605.....St. Teresa of the Infant Jesus	1654.....St. Augustine	1692.....St. Louis	1731.....St. Joseph
1588.....Resurrection of Our Lord	Cranberry Prairie	Glynwood	1693.....St. Philomena (Stonelick)	Waynesville
1591.....Sacred Heart	1606.....St. Francis	1655.....St. Patrick	Oxford	1732.....St. Augustine
1587.....SS. Peter and Paul (Reading)	Dayton	Greenfield	1694.....St. Mary Campus Ministry	West Chester
1515.....St. Agnes	1611.....Ascension	1656.....St. Benignus	1695.....St. Mary Queen of Heaven	1733.....St. John
1517.....St. Aloysius Gonzaga	1614.....Corpus Christi	Greenville	Peebles	1734.....St. Maximilian Kolbe
1518.....St. Aloysius on-the-Ohio	1615.....Emmanuel	1657.....St. Mary	1696.....St. Mary (Coldwater)	West Milton
1519.....St. Andrew	1619.....Holy Angels	Hamilton	Philothea	1735.....Church of the Transfiguration
1520.....St. Ann	1620.....Holy Cross	1658.....St. Ann	1697.....St. Boniface	West Union
1522.....St. Anthony (Madisonville)	1621.....Holy Family	1659.....St. Joseph	1698.....St. Mary	1736.....Holy Trinity
1523.....St. Anthony of Padua		1660.....St. Julie Brilliard	Piqua	Williamsburg
1524.....St. Antonius		1661.....St. Peter in Chains	1699.....St. Lawrence (Botkins)	1737.....St. Ann
1527.....St. Bartholomew		1662.....St. John the Baptist	Ripley	Wilmington
1529.....St. Bernard (Taylor's Creek)		1663.....St. Mary	1700.....St. Michael	1738.....St. Columbkill
1530.....St. Bernard (Winton Place)			1701.....St. Teresa	Withamsville
			Rockford	1739.....St. Thomas More
			Russells Point	Yellow Springs
			1702.....St. Mary of the Woods	1740.....St. Paul
				Xenia
				1741.....St. Brigid
				3999... No Parish/Not Catholic

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

Archdiocese of Cincinnati School Code List

Amelia

3800..... St. Bernadette School

Celina

3801..... Immaculate Conception School

Cincinnati

3802..... All Saints School

3803..... Annunciation School

3811..... Archbishop McNicholas High School

3805..... Cardinal Pacelli School

1011..... Corryville Catholic

3933..... DePaul Cristo Rey High School

1506..... Elder High School

4685..... Good Shepherd Montessori

1149..... Guardian Angels

1014..... Holy Family

3808..... Immaculate Heart of Mary School

3829..... John Paul II School

4679..... LaSalle High School (Grade 9)

3809..... LaSalle High School (Grades 10-12)

2182..... Mercy Montessori Center

3810..... McAuley High School

3812..... Moeller High School

3813..... Mother of Mercy High School

3814..... Mount Notre Dame High School

3815..... Nativity School

3930..... Our Lady of Grace

3816..... Our Lady of Lourdes School

3820..... Our Lady of the Sacred Heart

3818..... Our Lady of Victory School

3819..... Our Lady of Visitation

3846..... Prince of Peace

3822..... Purcell Marian High School

1017..... Resurrection School

3823..... Roger Bacon High School

1417..... Seton High School

3825..... St. Aloysius Gonzaga School

3826..... St. Aloysius on the Ohio School

3828..... St. Antoninus School

3830..... St. Bernard Taylor Creek School

1010..... St. Boniface

3831..... St. Catherine of Siena

3832..... St. Cecilia School

3834..... St. Clement School

3835..... St. Dominic School

1012..... St. Francis de Sales

1013..... St. Francis Seraph

3836..... St. Gabriel Consolidated Schools

3837..... St. Gertrude School

3838..... St. Ignatius School

3839..... St. James of the Valley School

3840..... St. James School White Oak

3926..... St. John the Baptist School

1015..... St. Joseph

3843..... St. Jude School

3844..... St. Lawrence School

3847..... St. Martin of Tours School

3849..... St. Mary School, Hyde Park

3850..... St. Michael School, Sharonville

3807..... St. Nicholas Academy

3851..... St. Rita School for the Deaf

3853..... St. Teresa of Avila School

3855..... St. Thomas More School

1821..... St. Ursula Academy

3856..... St. Ursula Villa School

3857..... St. Veronica School

3859..... St. Vincent Ferrer School

3860..... St. Vivian School

3861..... St. William School

3862..... Summit Country Day School

3929..... Ursuline Academy

Dayton

3866..... Bishop Leibold School East

3867..... Bishop Leibold School West

3868..... Carroll High School

3869..... Chaminade-Julienne High School

3872..... Holy Angels School

3874..... Immaculate Conception

3875..... Incarnation School, Centerville

4424..... Mary Queen of Peace

3878..... Mother Maria Anna Brunner

3874..... Our Lady of the Immaculate Conception

3877..... Our Lady of the Rosary

3881..... St. Albert the Great School

3882..... St. Anthony School

3884..... St. Helen School

3885..... St. Luke School, Beavercreek

Fairfield

3889..... Sacred Heart School

Greenville

3890..... St. Mary School

Hamilton

3892..... Queen of Peace School

3893..... St. Ann School

3894..... St. Joseph Consolidated School

3898..... St. Julie Billart

3895..... St. Peter in Chains School

3896..... Stephen T. Badin High School

Harrison

3897..... St. John the Baptist School

Hillsboro

3924..... St. Mary

Huber Heights

3886..... St. Peter School

Kettering

3864..... Archbishop Alter High School

3865..... Ascension School

3883..... St. Charles Borromeo School

Lebanon

3899..... St. Francis de Sales School

Loveland

3184..... St. Columban School

3901..... St. Margaret of York School

Mason

7429..... Royalmount Academy

3902..... St. Susanna School

Middletown

3903..... Bishop Fenwick High School

3904..... John XXIII School

Milford

3906..... Ss. Andrew-Elizabeth Seton

Monroe/Liberty Township

3908..... Mother Theresa School

Owensville

3909..... St. Louis School

Piqua

3910..... Piqua Catholic School

Ripley

3911..... St. Michael School

Saint Marys

3912..... Holy Rosary School

Sidney

3913..... Holy Angels School

Springfield

2915..... Catholic Central Schools (Grades K-12)

Troy

3919..... St. Patrick School

Vandalia

3921..... St. Christopher School

Xenia

3923..... St. Brigid School