

GANN ACADEMY

FINANCIAL AID APPLICATION CHECKLIST 2012-2013

BY JANUARY 31, 2012

Please send the following directly to SSS (envelope enclosed for your convenience):

- Gann Academy Income-scaled Tuition Transmittal Form
- Homeowners Documentation (for homeowners only)
Homeowners must submit documentation of the current assessed value of their home. This may come in the form of your most recent real estate tax bill or can be requested from your local City or Town Hall.
- Copies of all 2011 W-2 and/or 1099 Forms for all parents/guardians and students who receive W-2 or 1099 Forms
- Copies of your complete 2010 and 2011 Federal Income Tax Return(s)
- If you have income from a Business, Farm, Rental Property, S-Corporation, Partnership, or Estate/Trust, submit complete copies of your tax return(s) including **all supporting tax schedules**:
 - Business: Schedule C or C-EZ (Form 1040)
 - Farm: Schedule F (Form 1040) and Form 4562 Depreciation and Amortization
 - Rental Property: Schedule E (Form 1040)
 - S-Corporation: Schedule E (Form 1040), Form 1120S, Schedule K-1 and Form 8825
 - Partnership: Schedule E (Form 1040), Form 1065, Schedule K-1 and Form 8825
 - Estates/Trusts: Schedule E (Form 1040), Form 1041, Schedule K-1 and Form 8825
- Copies of financial aid award letters for all tuition charging schools attended (other than Gann Academy) in the 2011-2012 academic year. This includes day schools/boarding schools and colleges/universities attended by family members.
- Copies of all supporting documentation if a member of your household receives income from any of the following:

Social Security	Retirement
Welfare	Workers' Compensation
Food Stamps or Family Table Assistance	Temporary Assistance for Needy Families (TANF)
Child Support	Disability Benefits
Unemployment	Yad Chessed
Severance or Vacation Pay Out	Other Sources
- Other Supporting Documentation - Supporting documentation must be submitted for extenuating circumstances such as foreclosure, loss of home, unemployment, bankruptcy, etc.
- Parent Financial Statement (PFS)
The PFS should be completed online at www.sss.nais.org for faster processing. Paper PFS forms can be obtained by contacting Danielle Roman at droman@gannacademy.org. For paper PFS forms, please be reminded of the additional 15-20 days data processing time. **Gann Academy's school code for SSS is 5318.** Parents are strongly encouraged to review a copy of the family report, which can be viewed online 24 hours after submitting your PFS by logging into SSS by NAIS.
If you own a business/farm, download and complete the SSS Business/Farm Statement from the NAIS website (sss.nais.org/parents/apply and click **Forms and Instructions** on the left side of the page) and submit it to SSS with the rest of your financial aid application.
- SSS Required Documents Cover Sheet
This form is **required** when mailing forms to SSS by NAIS.
Be sure to include your PFS ID number on the cover sheet.

Please send the following directly to Gann Academy:

- IRS Form 4506-T (Request for a transcript of a Federal Tax Return)

APRIL 16, 2012

Please send the following to SSS by NAIS:

- Copy of your 2011 Federal Income Tax Return(s) to finalize your award.
This can be sent electronically or mailed directly to SSS by NAIS with the SSS Required Documents Cover Sheet.

Supporting documentation can be sent **electronically by attaching items to the PFS.** This allows for the fastest processing time.

Forms that are **mailed to SSS by NAIS should be sent with the SSS Required Documents Cover Sheet.**

The Cover Sheet is included in this application and can be found at sss.nais.org. Mailed forms take **15-20 business days** to be processed.