

Using the Online Application

The First Step involves gathering the documents that you will need.

These documents include the following:

- You and your spouse's (if applicable) social security numbers.
- Detailed copies of all pages and Schedules of your 2006 Federal Income Tax Return Form 1040, 1040A or 1040EZ (as filed with the IRS) for individuals listed in Sections A and B. E-file recaps and/or Summary Forms are not acceptable. If you file Schedule E with your tax return for a Partnership or S Corporation, you must provide copies of your Schedule K-1. Also, provide Form 1065 and/or 1120S (as applicable). Copies of all 2006 W-2 Wage and Tax Statement Forms, all 2006 1099/1099R for Interest/Dividends, Pensions/Annuities and/or Misc. Income Forms for individuals listed in Sections A and B.
- If you have not yet filed for 2006, provide a complete copy of your 2005 Federal Income Tax Return Form 1040, 1040A or 1040EZ (as filed with the IRS). If you file Schedule E with your tax return for a Partnership or S Corporation, you must provide copies of your 2005 Schedule K-1 and Form 1065 and/or 1120S (as applicable). You will also be required to provide 2006 Business Income Estimates for any/all of these businesses.
- Documentation of TOTAL AMOUNTS received in 2006 for all Non-Taxable Income (welfare, food stamps, Social Security, housing assistance, unemployment, Workers' Compensation, etc.).
- Information about the value and amount still owed on any investments, including real estate.
- Information about the value and amount still owed on your home.

The second step is to go to our website and fill out the application.

Go to the website - www.psas.org

Click on the **online application** menu button

Click on the **Begin Your Application** button

If you are a new user for the 2007 – 2008 academic year, complete the New User section, then hit the Next button

Enter the School Authorization Code that your school has given you and then hit the Next button

Read the Overview screen, then hit the Next button

You can now begin to complete the application

Note: Each time you hit next on a screen the application saves the information on that screen.

Else, If you are a returning user for the 2007 – 2008 academic year, complete the Returning User section, then hit the Next button

When returning all information you have completed so far will still be there.

The Third Step is to submit the \$20.00 fee for processing your application.

Payments via VISA, Master Card or American Express are accepted. All payment transactions are protected through the use of a secure server. Once payment has been submitted, the Certification Page will be displayed. Read the information on the page, using the scroll bar to go to the bottom of the page.

When you have scrolled to the bottom of the page, the Print button will appear. Use the Print button to print the page.

Finally, submit your application to PSAS for review by our staff. You must then print out the certification document and mail this to us with the following required documentation:

1. Online Certification Statement
2. A complete photocopy of your 2006 federal 1040, 1040A, or 1040EZ form, including all schedules and worksheets and copies of all 2006 W2 and/or 1099 forms for ALL adults living in the household.
3. Photocopies of your Social Services Grant Letter (AFDC, ADC, TANF) and/or photocopies of your Food Stamps Grant Letter and/or photocopies of your Social Security Benefits Statement(s) for ALL adults living in the household receiving benefits in 2006.

NOTE: Your application will not be considered complete until all required documentation is received.

If you need to reprint the Certification Form, just log in as a Returning User, scroll to the bottom of the screen and click on the Certification Page button. If you need any help completing the form, you can contact our Support Desk at 440-892-4272, or e-mail us at online@psas.org.