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**This is a worksheet to help you prepare to fill out the TADS Financial Aid Application and WILL NOT be accepted as an application.**

You will need the following supporting documentation before you begin:

- Most recently filed federal taxes
- Most Recent W-2's received by all Parents/Guardians listed on application
- Recent pay stubs of jobs that Parents/Guardians currently hold
- All documentation that establishes how much miscellaneous monthly or yearly income you currently receive (i.e. welfare, food stamps, unemployment, workers' compensation)
- All corporate, partnership and trust tax forms, if a Parent/Guardian owns 20% or more interest in a corporation or partnership or if any member of the household owns 20% or more interest in a trust
- Other documentation (recent utility bills, daycare expense, etc.) may be required

### SECTION 3 List all jobs held by Parent(s)/Guardian(s) since January 1, 2017, even if no longer at this job

If Parents/Guardians have held more than four jobs since January 1, 2017, please see your financial aid administrator for an addendum.  
If a Parent/Guardian only received a Form 1099, enter that in Section 4.

- 4.** 2017 Wages, Tips, Other Compensation: This value can be found in Box 1 of your 2017 W-2. If you do not have your 2017 W-2 yet, use the year-to-date total off of your last December 2017 paycheck. You may fax the W-2 in later as long as it is before the application deadline.
- 5.** 2018 Estimated Wages, Tips, Other Compensation for this job: If you estimate that your 2018 income from a job will be lower than 2017 income, please attach an explanation of why you believe that will happen.

**2.** Employer

**4.** 2017 Wages, Tips, Other Compensation

**5.** 2018 Estimated Wages, Tips, Other Compensation

### SECTION 4 List Business, Farm, Corporation, Partnership, Trust and Miscellaneous Income since January 1, 2017

Complete this section even if the business recently closed, or has just opened. Find your relevant tax form below and enter the corresponding line number values for each field on the application. For example: If you filed Form 1065 because you are involved in a Partnership, you should find 'Partnership - Form 1065' in the section below. You will then notice that there are two numbers, **5.** and **6.** Listed after each number is the action you need to take for that item. Continuing with the Partnership example, you would look at **5.** and notice that it says 'Line 22'. Find Line 22 on the Partnership Form 1065 and enter that number into **5.** 2017 Actual Net Profit on this application. You are required to submit all tax documentation, profit and loss statements and balance sheets along with your application.

**Group 1: No additional fee is required if you submitted tax documentation to the federal government for the following group:**

Miscellaneous Income - Form 1099: **5.** Line 7, **6.** Leave blank  
Profit/Loss from Business - Schedule C: **5.** Line 31, **6.** Line 13  
Profit/Loss from Business - Schedule C-EZ: **5.** Line 3, **6.** Leave blank  
Profit/Loss from Farm - Schedule F: **5.** Line 34, **6.** Line 14  
Estates and Trusts - Form 1041: **5.** Line 22, **6.** Leave blank  
Partnership - Form 1065: **5.** Line 22, **6.** Line 16c

**Group 2: An additional processing fee is required if you submitted tax documentation to the federal government for the following group (see School Directions for fee information):**

Corporation (Short Form) - Form 1120-A: **5.** Line 26, **6.** Line 20c  
Corporation - Form 1120: **5.** Line 30, **6.** Line 20  
S Corporation - Form 1120S: **5.** Line 21, **6.** Line 14c

**5.** 2017 Actual Net Profit

**6.** 2017 Actual Depreciation

**7.** 2018 Estimated Net Profit

### SECTION 5 Other Monthly Income

	Monthly Social Security for:	Monthly Average Amount Received for:	Miscellaneous Monthly Income:
<b>1.</b> Welfare Income	<b>3.</b> Parent(s)/Guardian(s)	<b>6.</b> Child Support	<b>8.</b> Taxable
<b>2.</b> Food Stamps	<b>4.</b> Dependents under 19	<b>7.</b> Alimony	<b>9.</b> Non-Taxable
	<b>5.</b> Elderly Dependents		

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**SECTION 6 Other Yearly Income****2**

**1.** 2017 Interest & Dividends: This value is found by adding lines 8a, 8b and 9a on your 1040 tax return form.

**6. and 7.** Include any income that is not accounted for elsewhere on this application.

**1.** 2017 Interest & Dividends

**Yearly Workers' Compensation**

**2.** Actual 2017

**3.** Estimated 2018

**Yearly Unemployment**

**4.** Actual 2017

**5.** Estimated 2018

**Miscellaneous Yearly Income**

**6.** 2017 Lump Sum

**7.** Recurring Yearly

**SECTION 7 If You Pay Rent**

Enter the amount you pay for rent alone; do not include utility expenses unless they are built in to your monthly rental payments.

**1.** Monthly Rent

**2.** Yearly Renters' Insurance

**SECTION 8 Yearly Energy Expenses (renters and homeowners)**

If you rent, do not include these expenses if they are already included in monthly rental payments. Homeowners should report expenses.

**1.** Electricity

**2.** Gas, Oil, Coal

**3.** Water, Sewage

**SECTION 9 Assets and Expenses – Home**

Fill out this section if you are a homeowner.

**4.** Current Market Value: If you have not had a recent appraisal on your property, use the most recent Real Estate Tax Assessment.

**5.** Amount Owed on Home Loans/Mortgages: Make sure to include any second mortgages in this figure.

**10.** 2017 Rental Income: Include rent or mortgage contributions from others living in home.

**1.** Year of Purchase

**2.** Purchase Price

**3.** Improvements/Additions

**4.** Current Market Value

**5.** Amount Owed on Home Loans/Mortgages

**6.** Monthly Mortgage Payment

**7.** 2017 Property Tax

**8.** 2017 Home Insurance

**10.** 2017 Rental Income (if not a single family dwelling)

**11.** 2017 Rental Expenses (if not a single family dwelling)

**SECTION 10 Assets and Expenses – Real Estate other than Home**

Fill out this section if you own any other properties in addition to your home, including rental properties, land, etc.

**4.** Current Market Value: If you have not had recent appraisals done on your properties, use the most recent Real Estate Tax Assessments.

**6.** Total Monthly Loan/Mortgage Payment: List total monthly mortgage or loan payments for all properties other than home.

**7.** 2017 Gross Property Income: List the total yearly gross income for properties other than home.

**8.** 2017 Gross Property Expenses: List total expenses for properties. Do not include principal paid on loan or mortgage amounts.

**1.** Number of Properties

**2.** Purchase Price of all Properties

**3.** Cost of Improvements/Additions

**4.** Current Market Value

**5.** Amount Owed for all Properties

**6.** Total Monthly Loan/Mortgage Payment

**7.** 2017 Gross Property Income

**8.** 2017 Gross Property Expenses

**SECTION 11 Assets and Debt – Automobiles**

Please enter market value and current debt for the vehicles that you own in items **1.**, **2.** and **3.**, and requested information for the vehicles that you are leasing in **4.** and **5.**

**6.** Yearly Total of Vehicle Insurance Cost: Please enter the yearly cost of insurance for all vehicles that you either own or lease.

**Information for vehicles that you own**

**1.** # of Vehicles

**2.** Total Current Market Value

**3.** Total Debt

**Information for vehicles that you lease**

**4.** # of Vehicles

**5.** Total Monthly Lease

**6.** Yearly Insurance Cost for All Vehicles

**SECTION 12 Assets – Recreational Vehicles/Boats**

**1. Value:** Include market value for all recreational vehicles that you own. A few examples of recreational vehicles are: Motor homes, boats, motorcycles, all terrain vehicles, personal watercrafts, snowmobiles and dune buggies.

**2. Debt:** Please list amount you owe for all of the recreational vehicles that you own.

**1. Value**

**2. Debt**

**SECTION 13 Assets – Cash, Stocks, etc.**

**1. Checking, Savings, Cash, CD's:**  
List current value of these accounts, along with cash on hand.

**2. Stocks, Securities, Bonds, Mutual Funds:**  
List current value of these accounts.

**1. Checking, Savings, Cash, CD's**

**2. Stocks, Securities, Bonds, Mutual Funds**

**SECTION 14 Assets – Retirement Plans**

**1. 2017 Contribution – Household:** Enter the total amount that Parents/Guardians contributed towards these funds during 2017. If year 2017 contributions are still pending, please estimate total.

**2. 2017 Contribution – Employer:** Enter the total amount that employers of Parents/Guardians contributed toward these funds during 2017. If year 2017 contributions are still pending, please estimate total.

**3. Current Total Value:** Enter the total amount that these funds are worth. This value is not just the sum of **1.** and **2.**, but rather the total worth of the funds from a recent statement. If year 2017 contributions are still pending, please estimate total.

**1. 2017 Contribution—Household**  
Self Managed (IRA, SEP, etc.):

Other Managed (401k, etc.):

**2. 2017 Contribution—Employer**  
Self Managed (IRA, SEP, etc.):

Other Managed (401k, etc.):

**3. Total Current Value**  
Self Managed (IRA, SEP, etc.):

Other Managed (401k, etc.):

**SECTION 15 Medical Expenses**

**1. Medical/Dental and 2. Prescription Drugs:** List only out-of-pocket expenses that will not be, or have not been covered by insurance. Include co-pay amounts here.

**3. Annual Insurance Premiums:** If you pay insurance premiums, list the corresponding amounts here. Please list the total amount you pay in a year.

**1. Payments Made in 2017**  
Medical/Dental

Prescription Drugs

Prescription Eyewear

**2. Current Medical Debt**  
Medical/Dental

Prescription Drugs

Prescription Eyewear

**3. Annual Insurance Premiums**  
Medical/Dental

Prescription Drugs

Prescription Eyewear

**SECTION 16 Alimony and Child Support Payments**

**2. Child Support Paid to Others in 2017**

**3. Estimated Support Payments in 2018**

**4. Alimony Paid to Others in 2017**

**5. Estimated Alimony Payments in 2018**

**SECTION 17 Day Care and/or Elderly Care Expenses (include summer camp expenses)**

Do not include pre-kindergarten, as this is considered a school expense which should be listed in Section 22.

**1. Dependent Name**

**3. 2017 Payments**

**4. Estimated 2018 Payments**

**SECTION 18 Charitable Giving (list your three largest contributions)**

If you made tax deductible donations to non-profit organizations in 2017, list the three organizations you donated the most to and the amount of those donations.

**1. Charity Name**

**4. 2017 Contributions**



**SECTION 19 Miscellaneous Debt (do not list debt on home or property, medical debt, debt for cars, boats, or other vehicles)****4**

List the total outstanding dollar amount in each item. Do not include medical debt, vehicle debt, home loans, second mortgages or home equity loans. If you have more than one credit card, add all card balances together and enter the total amount. Documentation of any debt may be required.

**5. Education – Dependents:** List the total amount of education debt owed for dependents. Do not include dependents' tuition amount for the 2018-19 school year, list this amount online in Section 22.

**7. Other Debt:** List the amount of debt excluding all other debt previously listed.

**1. Credit Card****2. Bank Loans****3. Loan Companies****4. Loans—Friends or Relatives****5. Education – Dependents****6. Education – Parent(s)/Guardian(s)****7. Other Debt****SECTION 21 Contributions to Education (2018–2019)**

**1.** How much (in your opinion) can Parent(s)/Guardian(s) contribute toward the tuition of all dependents in this household next year?

**2.** How much per year is a non-custodial parent ordered by law to contribute toward the education of those applying for financial aid with this form?

**3.** How much will any other sources contribute toward the education of those applying for financial aid with this form?

**SECTION 23 List all Dependents in the Household; do not include Parent(s)/Guardian(s)**

If you have more than five dependents, please see your financial aid administrator for the appropriate addendum forms. Definition of "Dependent": Any child that you can claim on your 1040 tax form is a dependent. In addition, any child who is living in your household for six months or more per year and who is under age 18 qualifies as a dependent. If you are a non-custodial parent, all children applying for financial aid should be listed as dependents, even if not living in your household and not on your taxes. Do not list Parents/Guardians in this section.

**7. Dependent Earnings in 2017:** If a dependent held a job in 2017, list the earnings in this section. Do not list Social Security income or earnings from stocks, securities, etc.

**8. Dependent Current Savings:** Do not include 529 College Savings Plans in this figure.

**9. Amount Dependent Can Contribute:** If a dependent is working or has savings, most schools will expect the dependent to contribute something toward his/her own education. What do you think is reasonable for this dependent to contribute?

**10. Expenses – Bus, Books, Uniforms, etc.:** Include expenses that the school requires you to pay outside of tuition costs. Do not include optional expenses such as fees to play sports or fees for other extracurricular activities, or expenses such as lunch or gas.

Dependent  
Number

**7. Dependent Earnings in 2017****8. Dependent Current Savings****9. Amount Dependent can contribute to education  
from earnings/savings for school year 2018-19****10. Expenses – Bus, Books, Uniforms, Fees, etc.**

#1				
#2				
#3				
#4				
#5				

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When you are ready to fill out an online application, go to [www.mytads.com](http://www.mytads.com), click on 'Financial Aid' and follow directions.

**WORKSHEET  
DO NOT SUBMIT****Contact TADS****Online Chat, E-mail, Telephone or Fax:**

We are available to assist you with questions in filling out your application or to check the status of your application through the following:

**Online Chat:** Go to <http://www.mytads.com> and click on the icon for live help. You will be connected to a TADS representative.

**E-mail:** [support@tads.com](mailto:support@tads.com)

**Toll-free:** 1.800.477.8237 We are available Monday through Friday, 8:00 a.m. to 8:00 p.m. Central Time.

**Telephone:** 612.548.3320 We are available Monday through Friday, 8:00 a.m. to 8:00 p.m. Central Time.

**Fax Number:** 612.548.3326