



## FINANCIAL AID REQUIREMENTS AND GUIDELINES

1. **Apply** for financial aid in TADS by **April 30, 2023**
  - a. **Whatever household income you report on the TADS application must be proven by documentation**
  - b. **The student you are applying must appear as your dependent on the 1040 tax return**
    - i. **If you did not claim the student proof of guardianship is required**
    - ii. **We will also require the person that claimed the students 1040 tax return**
2. Upload all financial aid documents into TADS by **April 30**. These might include:
  - a. **2022 1040 U.S Individual Income Tax Return and all 2022 W2's**
    - i. Must include pages 1 and 2. The document must be signed
  - b. To obtain your Individual transcript click link below
    - i. <https://www.irs.gov/individuals/get-transcript>
  - c. **(NEW)** Did not file your taxes, please click link below to obtain an **IRS Verification of Non-Filing Letter**
    - i. <https://www.irs.gov/individuals/transcript-types-and-ways-to-order-them>

### **WE WILL NOT ACCEPT A W2 TO PROVE TAX RETURN**

- d. Non filing notary form ( call TADS if you need this document)
- e. Unemployment determination, 1099 (if not on your tax return)
- f. Food stamps(SNAP)
- g. Cash assistance(TANF)
  - i. Click below to obtain SNAP & TANF statements  
<https://www.compass.state.pa.us>
- h. Social Security Benefits: (SS or SSDI)
  - i. Social Security Benefits: **Retirement, Disability, Dependents, and Survivors**
    1. Click below to obtain statements  
<https://www.ssa.gov/myaccount>
- i. Child support
  - i. Court document or notarized letter from supporting parent
    1. Click below to obtain statements  
<https://www.humanservices.state.pa.us/csww/?Preference=Desktop&Owner=Client>

j. other important information letter

**YOU WILL NOT RECEIVE FINANCIAL AID UNLESS ALL DOCUMENTS ARE RECEIVED BY THE DEADLINE AND YOUR APPLICATION IS IN GOOD STATUS.**

**IF YOU HAVE ANY QUESTIONS, PLEASE CALL SCHOOL**