Completing the application online is easy, fast and secure. Visit http://www.mytads.com/ to start the application.

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, 2019, even if no longer at this job

If Parents/Guardians have held more than four jobs since January 1, 2019, please see your financial aid administrator for an addendum.

1. Employer
2. 2019 Wages, Tips, Other Compensation
3. 2019 Wages, Tips, Other Compensation: This value can be found in Box 1 of your 2019 W-2. If you do not have your 2019 W-2 yet, use the year-to-date total off of your last December 2019 paycheck. You may fax the W-2 in later as long as it is before the application deadline.
4. 2020 Estimated Wages, Tips, Other Compensation for this job: If you estimate that your 2020 income from a job will be lower than 2019 income, please attach an explanation of why you believe that will happen.

SECTION 4 List Business, Farm, Corporation, Partnership, Trust and Miscellaneous Income since January 1, 2019

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. 2019 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. Leave blank
- Corporation - Form 1120: 5. Line 30, 6. Line 20
- S Corporation - Form 1120S: 5. Line 21, 6. Line 14c

SECTION 5 Other Monthly Income

1. Welfare Income
2. Food Stamps
3. Parent(s)/Guardian(s)
4. Dependents under 19
5. Elderly Dependents
6. Child Support
7. Alimony
8. Taxable
9. Non-Taxable

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SECTION 6 Other Yearly Income
1. 2019 Interest & Dividends: This value is found by adding lines 2a, 2b and 3b on your 1040 tax return form.
6. and 7. Include any income that is not accounted for elsewhere on this application.

SECTION 7 If You Pay Rent
Enter the amount you pay for rent alone; do not include utility expenses unless they are built into your monthly rental payments.

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.

SECTION 9 Assets and Expenses – Home
Fill out this section if you are a homeowner.

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.

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.

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**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.

**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.

**SECTION 14 Assets – Retirement Plans**

1. **Total Current Value**
   - Self Managed (IRA, SEP, etc.):
   - Other Managed (401k, etc.):
2. **2019 Contribution–Employer**
   - Self Managed (IRA, SEP, etc.):
   - Other Managed (401k, etc.):
3. **2019 Contribution–Household**
   - Self Managed (IRA, SEP, etc.):
   - Other Managed (401k, etc.):

**SECTION 15 Medical Expenses**

1. **Payments Made in 2019**
   - 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 Expenses**

2. **Child Support Paid to Others (2019)**
3. **Estimated Child Support to be paid to Others (2020)**
4. **Alimony Paid to Others (2019)**
5. **Estimated Alimony to be paid to others (2020)**

**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**
2. **2019 Payments**
3. **Estimated 2020 Payments**

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

If you made tax deductible donations to non-profit organizations in 2019, list the three organizations you donated the most to and the amount of those donations.

1. **Charity Name**
2. **2019 Contributions**
SECTION 19 Miscellaneous Debt (do not list debt on home or property, medical debt, debt for cars, boats, or other vehicles)

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.

1. Credit Card
2. Bank Loans
3. Loan Companies
4. Loans—Friends or Relatives
5. Education—Dependants
6. Education—Parent(s)/Guardian(s)
7. Other Debt

SECTION 21 Contributions to Education (2020–2021)

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.


#1
#2
#3
#4
#5

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When you are ready to fill out an online application, go to www.mytads.com, click on ‘Financial Aid’ and follow directions.

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.secure.tads.com and click on the icon for live help. You will be connected to a TADS representative. tads-support@communitybrands.com
E-mail: tads-support@communitybrands.com
Toll-free: 1.800.477.8237 We are available Monday through Friday, 7:00 a.m. to 8:00 p.m. Central Time.
Telephone: 612.548.3320 We are available Monday through Friday, 7:00 a.m. to 8:00 p.m. Central Time.
Fax Number: 612.548.3326

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