



2019-2020 Scholarship Process: FACTS Application Checklist

What will I need to complete the application?

- ✓ If you choose to apply online, all aspects must be done online by visiting <https://online.factsmgt.com/aid> OR <https://online.factsmgt.com/ga/aid/inst/4KYQC>
 - ✓ If you choose to complete a paper application, all aspects must be mailed to FACTS.
1. Copies of your **2018 Tax Return** including **Sections C, E, F**
 - ✓ If an applicant & co-application file taxes separately, both tax returns are required
 - ✓ If you have not done your taxes yet, save your online application. You can upload the documents when they become available.
 - ✓ If an applicant does not file, there is an option to waive the financial documents at the end of the application
 - *Please ask your FACTS assistant for help*
 2. Copies of your **2018 W-2**
 - ✓ If there is an applicant & co-applicant on your application, both W-2s are required
 - ✓ If you work off the books, please bring a form of documentation
 3. ***If this applies to you***, copies of supporting documents for household non-taxed income such as:
 - ✓ Social Security Income
 - ✓ Welfare
 - ✓ Food Stamps
 - ✓ Worker's Comp
 4. **Application fee**
 - ✓ \$35 check or money order for paper applications
 - ✓ \$35 credit card # or bank account information for online applications