

University of Houston TASFA Reference Guide 2019-2020

- **Be sure to complete ALL sections of the application. Do not leave any blanks** on any question, instead, use \$0 dollars or N/A.
- **Have you completed your 36-Month Provision Residency Affidavit with the Office of the University Registrar (OUR)?**
 - YES --- Proceed with completing the TASFA Application and submit your tax documents and any other necessary/supporting documents.
 - NO --- Complete and submit a 36-Month Provision Residency Affidavit to the Office of the University Registrar (OUR) before submitting TASFA documents. The 36-Month Provision Residency Affidavit maybe found here: <http://www.uh.edu/undergraduate-admissions/apply/residency/>
- **Did you and/or your spouse file a 2017 tax return?**
 - YES --- Submit a copy of your and/or your spouse's **2017 IRS Tax Return Transcript** - <https://www.irs.gov/individuals/get-transcript>
 - NO --- To verify any income you and/or your spouse made in 2017, submit copies of all 2017 W-2 forms, if applicable.
- **Did your parent(s) file a 2017 tax return?**
 - YES --- Submit a copy of your parent(s)' **2017 IRS Tax Return Transcript** - <https://www.irs.gov/individuals/get-transcript>
 - NO --- To verify any income your parent(s) made in 2017, submit copies of all 2017 W-2 forms, if applicable.
- **Were you and/or your family's total income less than the minimum, as per IRS guidelines AND did not file taxes?**
 - YES --- Complete the TASFA and the TASFA Family Income and Expenses Breakdown Form: 2019-2020, found here: <http://www.uh.edu/sfaforms>.
 - NO --- Complete the TASFA and attach all **2017 IRS Tax Return Transcripts** - <https://www.irs.gov/individuals/get-transcript>
- **Were you born a male?**
 - YES --- Submit a copy of your Selective Service Registration card.
- **Special Note to All Applicants:**
 - TASFA applicants are deemed complete based on the date which you submitted the last, required document.
 - Awards are subject to availability of funds and awarded on a first come, first serve basis.

The Texas Application for State Financial Aid (TASFA) is used to collect information to help determine eligibility for state (or institutional) financial aid programs that are administered by institutions of higher education in the state of Texas. Students that are classified as a Texas Resident who cannot apply for federal financial aid using the Free Application for Federal Student Aid (FAFSA) are encouraged to complete the TASFA. To review the FAFSA filing requirements, visit www.fafsa.ed.gov or visit the financial aid office at the institution you plan to attend for the 2019-20 award year. Please note that Texas residency can only be determined by the institution that you plan to attend. This application cannot be used to determine your state residency status or final eligibility for state aid. To complete this application, each item within the applicable sections must be answered.

The Texas state priority deadline for the University of Houston is **January 15, 2019** for the 2019-20 award year. It is recommended that applicants complete and submit this application and any other required documentation to the financial aid office prior to the priority deadline date.

NOTE: The following enrollment requirements apply to all recipients under the TASFA program. All applicants must be meeting the Satisfactory Academic Progress (SAP) requirements to receive TASFA funding. Students must also meet the enrollment minimums to maintain eligibility for TASFA funding. If you are not meeting the minimums or SAP, your aid is subject to adjustment and cancellation. See the enrollment minimums:

Towards Excellence, Access and Success (TEXAS) Grant - 9 hours each Fall and Spring term

Texas Public Education Grant (TPEG) - 9 hours each Fall and Spring term

STEP ONE: STUDENT INFORMATION (See Notes for questions 5-6)

| | | | | | |
|---|-----------------|--|--|--|--|
| 1. Last Name | | 2. First Name | | 3. M.I. | |
| 4. Date of Birth | | 5. Social Security Number or DACA # or Not Applicable [] | | 6. myUH Student ID # | |
| 7. Permanent Mailing Address | | | | | |
| 8. City | 9. State | 10. Zip Code | | 11. Phone Number | |
| 12. Email Address | | | Alternate Email: | | |
| 13. What will your high school completion status be when you begin college in the 2019-2020 school year? | | High school diploma [] | | Homeschooled [] | |
| | | General Educational Development (GED) certificate [] (Skip to Question 16) | | None of the above [] (Skip to question 18) | |
| 14. High School Name (If applicable) | | | | | |
| 15. High School City (If applicable) | | 16. State (If applicable) | | 17. Date of Graduation (HS or GED) | |
| 18. Will you have your first bachelor's degree before you begin the 2019-20 school year? [] Yes [] No | | | | | |
| 19. What will your college grade level be when you begin the 2019-20 school year? | | | 20. What degree or certificate will you be working on when you begin the 2019-20 school year? | | |
| Never attended college (No college credits) | | | 1st bachelor's degree | | |
| 1st year undergraduate (Up to 30 college credits towards degree) | | | 2nd bachelor's degree | | |
| 2nd year undergraduate/sophomore (30-60 college credits towards degree) | | | Associate degree (occupational, technical program, general education or transfer program) | | |
| 3rd year undergraduate/junior (60-90 college credits towards degree) | | | Certificate or diploma | | |
| 4th year undergraduate/senior (90-120 college credits towards degree) | | | Teaching credential (non-degree program) | | |
| 5th year/other undergraduate (120 or more college credits towards degree) | | | Graduate or professional degree | | |
| 1st year graduate/professional | | | Other/undecided | | |
| Continuing graduate/professional or beyond | | | | | |

STUDENT INFORMATION CONTINUED... (See Notes for questions 24-29)**21. Where do you plan to live during the 2019-20 school year?**

☐ On-campus ☐ Off-campus ☐ With parent or relative

22. At the start of the 2019–20 school year, how many credits/hours will you be enrolled in?

☐ Full-time (12 hours or more) ☐ Three-quarter time (9-11 hours)
☐ Half-time (6-8 hours) ☐ Less than half-time (5 hours or less)
☐ Not sure

23. If you are transferring schools, have you earned an Associate Degree?

☐ Yes
 (Enter the date you earned an Associate Degree _____)
☐ No

24. Were you born male or female?

☐ Male
☐ Female

In order to qualify for state aid, individuals who were born male must be registered for Selective Service or be exempt. A Selective Service statement and supporting documentation will be collected by your institution to confirm your status.

25. Have you been convicted of a felony or a crime involving a controlled substance?

☐ Yes ☐ No

26. Have you previously received state Financial Aid?

☐ Yes ☐ No

27. (A) Are you interested in being considered for the Texas College Work-Study program?

☐ Yes ☐ No ☐ Don't know

(B) If yes, do you have authorization to work in the U.S.?

Yes ☐ No ☐ Don't know ☐ Not applicable

28. As of today, what is your marital status?

☐ I am single ☐ I am separated
☐ I am married/remarried ☐ I am divorced or widowed

29. Month and year you were married, remarried, separated, divorced or widowed.

Month: _____ Year: _____ Not applicable ☐

STEP TWO: STUDENT DEPENDENCY STATUS DETERMINATION (See Notes for questions 30 and 35-40)

30. Were you born before January 1, 1996?

☐ Yes ☐ No

31. As of today, are you married? (Also answer **Yes** if you are separated but not divorced)

☐ Yes ☐ No

32. At the beginning of the 2019-20 school year, will you be working on a master's or doctorate program?
 (e.g. MA, MBA, JD, PhD, EdD, MD, graduate certificate, etc.)

☐ Yes ☐ No

33. Do you now have or will you have children who will receive more than half of their support from you between July 1, 2019 and June 30, 2020?.....

☐ Yes ☐ No

34. Do you have dependents (other than your children or spouse) who live with you and who receive more than half of their support from you, now and through June 30, 2020?.....

☐ Yes ☐ No

35. At any time since you turned age 13, were you in foster care, were you a dependent or ward of the court, or were both your parent(s) deceased? (You do not have to currently be a ward of the court).....

☐ Yes ☐ No

36. As determined by the state's court, are you or were you an emancipated minor?

☐ Yes ☐ No

37. As determined by the state's court, does someone other than your parent or stepparent have legal guardianship of you?.....

☐ Yes ☐ No

38. At any time on or after July 1, 2018, did your high school or school district's homeless liaison determine that you were an unaccompanied youth who was homeless or were self-supporting and at risk of being homeless?.....

☐ Yes ☐ No

39. At any time on or after July 1, 2018, did the director of an emergency shelter or transitional housing program, funded by the U.S. Department of Housing and Urban Development, determine that you were an unaccompanied youth who was homeless or were self-supporting and at risk of being homeless?.....

☐ Yes ☐ No

40. At any time on or after July 1, 2018, did the director of a runaway or homeless youth basic center or transitional living program determine that you were an unaccompanied youth who was homeless or were self-supporting and at risk of being homeless?.....

☐ Yes ☐ No

STEP THREE: PARENT INFORMATION (See Notes for questions 41-56)

 **STOP:** If you answered “Yes” to any of the questions in **STEP TWO**, parental information is **not** required. Proceed to **STEP FOUR**.

If you answered “No” to all the questions in **STEP TWO**, you must include parental information, even if you do not live with your legal parents (biological, adoptive, or as determined by the state [for example, if the parent is listed on the birth certificate]). Grandparents, foster parents, legal guardians, widowed stepparents, aunts, uncles, and siblings are **not** considered parents on this form, unless they have legally adopted you.

If your legal parents are married to each other, or are not married to each other and **live together**, answer the questions about both of them. If you are in a single parent home (e.g. parent(s) was never married or is remarried, divorced, separated, etc.), review the TASFA Notes for further clarification.

PARENT’S MARITAL STATUS**41. As of today, what is the marital status of your legal parents?**

- ☐ Married or Remarried ☐ Never Married
☐ Divorced or Separated ☐ Widowed
☐ Unmarried and both parents living together

42. Month and year your parents were married, remarried, separated, divorced or widowed:Month: _____ Year: _____ Not applicable ☐**PARENT 1 (Mother/Father/Stepparent)****43. Last Name****44. First Name****45. Date of Birth****46. Social Security Number or DACA # or Not Applicable** ☐**47. Phone Number****48. Email Address****49. Highest level of education completed.** ☐ Middle School/Jr. High ☐ High School ☐ College or Beyond ☐ Other/Unknown**PARENT 2 (Mother/Father/Stepparent)****50. Last Name****51. First Name****52. Date of Birth****53. Social Security Number or DACA # or Not Applicable** ☐**54. Phone Number****55. Email Address****56. Highest level of education completed.** ☐ Middle School/Jr. High ☐ High School ☐ College or Beyond ☐ Other/Unknown**STEP FOUR: INCOME INFORMATION (See Notes for questions 57-66)**

 **STOP:** If you answered “Yes” to any of the questions in **STEP TWO**, parental information is **not** required. You are only required to enter income information for yourself (and your spouse).

If you answered “No” to all of the questions in **STEP TWO**, you must include parental information, as defined in **STEP THREE**.

PART A. EARNINGS Documentation will need to be submitted to the financial aid office. (e.g. W 2’s, tax transcripts, tax returns, etc.)**Student Earnings****57. Did you (or spouse) work in 2017?** ☐ Yes ☐ No**58. If yes, how much did you (and spouse) earn from working in 2017?**

Student: _____ Spouse: _____

59. Did you (or spouse) file a 2017 tax return?Student ☐ Yes ☐ No

Spouse Yes No

60. Was an Individual Taxpayer Identification Number (ITIN) used to file a 2017 tax return? If so, enter below or mark N/A.Student: _____ ☐ N/A

Spouse: _____ N/A

61. As of today, are you (or spouse) a dislocated worker (currently unemployed)?Student ☐ Yes ☐ No ☐ Don’t know

Spouse Yes No Don’t know

Parent Earnings**62. Did your parent(s) work in 2017?** ☐ Yes ☐ No**63. If yes, how much did your parent(s) earn from working in 2017?**

Parent 1: _____ Parent 2: _____

64. Did your parent(s) file a 2017 tax return?Parent 1 ☐ Yes ☐ No

Parent 2 Yes No

65. Was an Individual Taxpayer Identification Number (ITIN) used to file a 2017 tax return? If so, enter below or mark N/A.Parent 1: _____ ☐ N/A

Parent 2: _____ N/A

66. As of today, is either parent a dislocated worker (currently unemployed)?Parent 1 ☐ Yes ☐ No ☐ Don’t know

Parent 2 Yes No Don’t know

Name: _____

myUH ID: _____

For questions, 67-71, if the answer is zero or the question does not apply to you, enter "0" DO NOT LEAVE ANY BLANKS. Report whole dollar yearly amounts with no cents.

STUDENT

SPOUSE
(If applicable)

PARENT 1

PARENT 2
(If applicable)**PART B. 2017 UNTAXED INCOME** (See Notes for questions 67-70)

67. Child support received for any of your children.

68. Housing, food, and other living allowances paid on your behalf.

69. Other untaxed income not reported.

(Such as worker's compensation, disability, veterans non-education benefits, etc.)

70. Cash earnings. (Wages not listed on taxes or W-2 forms)

71. TOTAL UNTAXED INCOME

PART C. 2017 ADDITIONAL FINANCIAL INFORMATION (See Notes for questions 72-74)

72. Child support paid.

73. Taxable earnings from work-study or other need-based work programs.

74. Earnings from work under a cooperative education program offered by a college.

PART D. 2017 ASSETS (See Notes for questions 75-77)

75. As of today, what is your total current balance of cash, savings, and checking accounts?

76. As of today, what is your net worth of investments, including real estate?

77. As of today, what is your net worth of current businesses and/or investment farms?

PART E. FEDERAL ASSISTANCE PROGRAMS

78. At any time during 2017 or 2018, did you (your spouse) or your parents, anyone in your household, or your parent's household receive benefits from any of the federal programs listed?

Mark all that apply (leave blank if not applicable).

☐ Medicaid or
Supplemental Security
Income (SSI)

☐ Supplemental
Nutrition Assistance
Program (SNAP)

☐ Free or
Reduced Price
School Lunch

☐ Temporary Assistance
for Needy Families (TANF)

☐ Special Supplemental Nutrition
Program for Women, Infants, and
Children (WIC)

PART F. NON-TAX FILERS - Only complete if you (and your spouse) did not file taxes for 2017, or your parent(s) did not file taxes for 2017, if parental information is required.

79. Explain what sources of income or public assistance you and/or your family used to pay for living expenses. Your financial aid office may request additional information. (If you (your spouse) and/or your parents did not meet either of the IRS Income filing thresholds from earnings or self-employment, and did not file taxes, please provide a breakdown of your living expenses (e.g. rent, food, utilities, bills, etc.).

| Living Expenses | Cost for the year | To pay for living expenses listed, the following sources of income were used: |
|-----------------|-------------------|---|
| Rent | \$ | |
| Food | \$ | |
| | \$ | |
| | \$ | |
| | \$ | |
| | \$ | |
| | \$ | |

If you answered “**Yes**” to any of the questions in **STEP TWO**, list the people in your household in the chart below. Include yourself (and spouse) and your children if you will provide more than half of their support between July 1, 2019 and June 30, 2020 (even if they do not live with you). Do not include people that you will not provide more than half of their support between July 1, 2019 and June 30, 2020 (e.g. a roommate). Include any other people if they now live with you, and you provide and will continue to provide more than half of their support between July 1, 2019 and June 30, 2020.

If you answered **“No”** to all of the questions in **STEP TWO**, list the people in your household in the chart below. Include yourself (even if you don’t live with your parents), your parents and your parents’ other children (even if they do not live with your parents) if your parents will provide more than half of their support from July 1, 2019 and June 30, 2020. Include any other people if they now live with your parents, and your parents provide and will continue to provide more than half of their support between July 1, 2019 and June 30, 2020.

[illegible]

82. I certify that I will use state student financial aid to pay only the cost of attending an institution of higher education, and that the information provided on this form is true, complete, and correct to the best of my knowledge. I understand that any false statements may void my eligibility for state financial aid. I also understand that the information provided on this form will be used only for evaluation of eligibility for state (or institutional) financial aid and that I may need to provide additional information for my school to determine eligibility.

Student Signature _____

Date _____

Parent Signature*

Date

*Only required if all questions in **STEP TWO** were answered "No"

Mark which parent signed above.

Parent 1 [] Parent 2 []

2019-20 TASFA Notes

Texas Application for State Financial Aid

July 1, 2019 – June 30, 2020

The following notes are to provide additional clarification to various questions listed on the TASFA application. The yellow items indicate a Student (and spouse) response is needed and the purple indicate a Parent(s) response is needed. If additional assistance is needed, please contact the institution's financial aid office that you currently attend or plan to attend for 2019-20 award year.

STEP ONE: STUDENT INFORMATION

Notes for questions 5 and 6 (page 1)

Question 5. If you have been issued a social security card, enter your assigned number. If you have been approved for Deferred Action of Childhood Arrivals (DACA), enter your assigned social security number (SSN) through this program. If you don't have an assigned SSN, mark N/A.

Question 6. Enter your ID number issued by your college or university, if applicable.

Notes for question 24 (page 2)

Enter your gender at birth.

In order to qualify for state financial aid, individuals who were born male are required to be registered for selective service or be exempt ([Texas Education Code, Section 51.9095](#)). Males between the ages of 18 through 25 can register by obtaining a selective service registration form at a U.S. Post Office or by visiting www.sss.gov. After a male reaches his 26th birthday, he can no longer register. Once submitted, a copy of your registration acknowledgement card must be provided to the institution. Additional forms or documentation will also be collected by the institution to confirm your selective service status. If you are currently of the age and gender requiring registration with Selective Service, but knowingly and willfully fail to do so, you are not eligible to receive funds from the State of Texas.

Notes for question 25 (page 2)

If you have been convicted of a felony or a crime involving a controlled substance (e.g. drugs, alcohol), enter "Yes".

If "Yes", see your institution's financial aid office regarding additional documentation that may be requested (e.g. confirmation of eligibility).

Notes for question 26 (page 2)

State financial aid programs can include:

- Toward EXcellence, Access and Success (TEXAS) Grant
- Texas Educational Opportunity Grant (TEOG)
- Tuition Equalization Grant (TEG)
- Texas College Work-Study (TCWS)
- B-On-Time (BOT)
- Top Ten Percent (Top 10%) Scholarship
- College Access Loan (CAL)
- Texas Armed Services Scholarship Program (TASSP)
- Bilingual Education Scholarship Program
- Exemptions
- Waivers

Notes for question 27 (page 2)

- A. Texas College Work-Study (TCWS) is a state program that provides employment positions to eligible students with financial need.
- B. If you have been approved for Deferred Action of Childhood Arrivals (DACA), you could be eligible for the Texas College Work-Study Program. Your college will require proof of your authorization to work in the U.S. (e.g. copy of your SSN card).

Notes for questions 28 and 29 (page 2)

Question 28. Report your marital status as of the date you sign your TASFA (enter married if you are separated but not divorced). If your marital status changes after you sign your TASFA, check with your financial aid office at your institution.

Question 29. Enter the **Month** and **Year** of the status selected in **question 28**. If you have never been married, remarried, separated, divorced or widowed, mark "Not applicable".

STEP TWO: STUDENT DEPENDENCY DETERMINATION

Notes for question 30 (page 2)

If you were born on January 1, 1996, you should enter "No".

Notes for question 35 (page 2)

Enter "Yes" if at any time since you turned age 13:

- You had no living parent (biological or adoptive), even if you are now adopted;
- You were in foster care, even if you are no longer in foster care today; or
- You were a dependent/ward of the court, even if you are no longer a dependent/ward of the court today.

If you are not sure if you were in foster care, check with your state's child welfare agency. You can find that agency's contact information at www.childwelfare.gov/nfcad.

Notes for question 36 (page 2)

Enter "Yes" if you can provide a copy of the court's decision that as of today, you are an emancipated minor. Also, enter "Yes" if you can provide a copy of a court's decision that you were an emancipated minor or were an emancipated immediately before you reached the age of being an adult in Texas. The court must be located in your state of legal residence at the time the court's decision was made.

Enter "No" if you are still a minor and the court decision is no longer in effect or the court decision was not in effect at the time you became an adult. The financial aid administrator at your school may require you to provide additional information such as a copy of the court's decision.

Notes for question 37 (page 2)

The definition of legal guardianship does not include your parents, even if they were appointed by a court to be your guardians. You are also not considered a legal guardian of yourself.

Enter "Yes" if you can provide a copy of the court's decision that as of today, you are in legal guardianship. Also, enter "Yes" if you can provide a copy of a court's decision that you were in legal guardianship or were in legal guardianship before you reached the age of being an adult in Texas. The court must be located in your state of legal residence at the time the court's decision was made.

Enter "No" if you are still a minor and the court's decision is no longer in effect or the court's decision was not in effect at the time you became an adult. The financial aid administrator at your school may require you to provide additional information such as a copy of the court's decision.

Notes for question 38-40 (page 2)

Enter **“Yes”** if you received a determination at any time on or after July 1, 2018, that you were an unaccompanied youth who was homeless or, at risk for being homeless.

- **Homeless** - means lacking fixed, regular, and adequate housing, which includes living in shelters, motels, or cars, or temporarily living with other people because you had nowhere else to go.
- **Unaccompanied** - means you are not living in the physical custody of your parent or guardian.
- **Youth** - means you are 21 years of age or younger or you are still enrolled in high school as of the day you sign this application.

Answer **“No”** if you are not homeless or at risk of being homeless, or if you do not have a determination. You should contact your financial aid office for assistance if you do not have a determination but believe you are an unaccompanied youth who is homeless or are an unaccompanied youth providing for your own living expenses who is at risk of being homeless.

STEP THREE: PARENT INFORMATION

Notes for questions 41-56 (page 3)

Question 41. Report your legal parent’s marital status as of the date you sign your TASFA (enter married if they are separated but not divorced). If your parent’s marital status changes after you sign your TASFA, check with your financial aid office at your institution.

- If your parent was never married and does not live with your other legal parent, or if your parent is widowed and not remarried, answer the questions about that parent.
- If your legal parents (biological, adoptive, or as determined by the state [for example, if the parent is listed on the birth certificate]) are not married to each other and **live together**, select **“Unmarried and both parents living together”** and provide information about both of them regardless of their gender. Do not include any person who is not married to your parent and who is not a legal or biological parent.
- If your legal parents are married, select **“Married or remarried.”** If you’re legal parents are divorced but living together, select **“Unmarried and both parents living together.”** If you’re legal parents are separated but living together, select **“Married or remarried,”** not **“Divorced or separated.”**
- If your legal parents are divorced or separated, answer the questions about the parent you lived with more during the past 12 months. (If you did not live with one parent more than the other, give answers about the parent who provided more financial support during the past 12 months or most recent year that you received support from a parent.) For instance, if you feel the support was equal (50/50), list information for the parent that provided at least 51% (slightly more) of your support for the year. **If this parent is remarried as of today, answer the questions about that parent and your stepparent.**
- If your widowed parent is remarried as of today, answer the questions about that parent and your stepparent.

Question 42. Enter the **Month** and **Year** of your parent’s marital status selected in **question 41**. If your parents have never been married, remarried, separated, divorced or widowed, mark **“Not applicable”**.

Question 43-46. Enter the all information for **Parent 1** and **Parent 2** (if applicable).

STEP FOUR: INCOME INFORMATION

PART A. EARNINGS

Notes for question 57 and 58 (page 3)

Notes for question 62 and 63 (page 3)

Question 57 and 62. Indicate whether you, your spouse, and/or your parent(s) worked anytime from January 1, 2017 through December 31, 2017.

Question 58 and 63. Enter 2017 earnings (wages, salaries, tips, etc.), even if a tax return was not filed. This information may be on the W-2 forms or on the tax returns: 1040EZ—line 1, 1040A—line 7, or 1040—lines 7 + 12 + 18 + Box 14 (Code A) of IRS Schedule K-1 (Form 1065). If any individual earning item on these tax forms is negative, do not include that item in your calculation.

In order to accurately assess your financial situation, your institution needs to account for all sources of income. In cases where your family’s earnings from employment are at or above the IRS filing threshold requirements, the financial aid office will require that you file taxes before processing your TASFA. Tax filing requirements can be found in IRS Publication 17, Table 1-1: Filing Requirements for Most Taxpayers. See <https://www.irs.gov/uac/About-Publication-17>.

Nontax filers: If you (and your spouse) and/or your parent(s) did not meet either of the IRS income filing thresholds, you will not be required to file taxes for state financial aid purposes. However, you will need to provide a breakdown of your living expenses and explain the sources of income that you used to pay for those expenses. (See **PART F. NONTAX FILERS**)

Notes for question 59 and 60 (page 3)

Notes for question 64 and 65 (page 3)

Question 59 and 64. Indicate whether you, your spouse, and/or your parent(s) have completed a federal or foreign tax return for 2017. If **“Yes”**, you will be required to submit documents to your financial aid office (e.g. tax returns, tax transcripts, W-2’s).

Tax ID Numbers: Enter tax ID numbers for you, your spouse, and/or your parent(s) if they were used to complete the 2017 tax return.

Question 60 and 65. Enter an Individual Taxpayer Identification Number (ITIN) for you, your spouse, and/or your parent(s), if used to file a 2017 tax return.

Note: Mark N/A if an ITIN **was not** used to file a 2017 tax return.

Notes for question 61 (page 3)

Notes for question 66 (page 3)

In general, a person may be considered a dislocated worker if he or she:

- is receiving unemployment benefits due to being laid off or losing a job and is unlikely to return to a previous occupation;
- has been laid off or received a lay-off notice from a job; was self-employed but is now unemployed due to economic conditions or natural disaster; or
- is the spouse of an active duty member of the Armed Forces and has experienced a loss of employment because of relocating due to permanent change in duty station; or
- is the spouse of an active duty member of the Armed Forces and is unemployed or underemployed, and is experiencing difficulty in obtaining or upgrading employment; or
- is a displaced homemaker. A displaced homemaker is generally a person who previously provided unpaid services to the family (e.g., a stay-at-home mom or dad), is no longer supported by the spouse, is unemployed or underemployed, and is having trouble finding or upgrading employment.

PART B. 2017 UNTAXED INCOME

Notes for questions

67-70 (page 4)

Question 67. Report child support that you, your spouse, or your parent(s), as applicable, received for all children during 2017. Do not include foster care or adoption payments.

Question 68. Report Housing, food and other living allowances paid to members of the military, clergy and others (including cash payments and cash value of benefits). Don't include the value of on-base military housing or the value of a basic military allowance for housing or report rent subsidies for low-income housing.

Question 69. Enter the total amount of untaxed income. Do not include student aid, earned income credit, child tax credit, untaxed Social Security benefits, Workforce Investment Act educational benefits, combat pay (if you are not a tax filer), benefits from flexible spending arrangements (e.g. cafeteria plans), foreign income exclusion, or credit for federal tax on special fuels.

Examples of **untaxed income**:

- Payments to tax-deferred pension and retirement savings
- IRA deductions and payments other qualified plans
- Tax exempt interest income
- Untaxed portions of IRA distributions
- Untaxed portions of pensions
- Veterans non-education benefits, such as Disability, Death Pension, or Dependency & Indemnity Compensation (DIC) and/or VA Educational Work-Study allowances
- Other untaxed income not reported may include workers' compensation, disability benefits, etc.

Question 70. Enter money received, or paid on your behalf (e.g., bills), not reported elsewhere on this form.

PART C. 2017 ADDITIONAL FINANCIAL INFORMATION

Notes for questions

72-74 (page 4)

Question 72. Report any child support payments paid by you, your spouse, or your parent(s), as applicable, during 2017 as a result of divorce, separation, or some other legal requirement. These are payments that are made to a child (or children) not living in you or your parent(s) household.

Question 73. Report earnings from need-based work programs and need-based employment portions of fellowships and assistantships.

Question 74. Report any student grant and scholarship aid that was reported to the IRS on you or your parent(s) 2017 federal income tax return. This includes benefits such as awards, living allowances, and interest accrual payments as well as grant and scholarship portions of fellowships and assistantships.

PART D. 2017 ASSETS

Notes for questions

75-77 (page 4)

Question 75. Do not enter student financial aid awards in this amount.

Question 76. Net worth means current value minus debt. If net worth is negative, enter 0.

Question 77. Business and/or investment farm value includes the market value of lands, buildings, machinery, equipment, inventory, etc. Business and/or investment farm debt means only those debts for which the business or investment was used as collateral. Business value does not include the value of a small business if your family owns and controls more than 50% of the business and the business has 100 or fewer full-time or full-time equivalent employees.

For small business value, your family includes:

- Persons directly related to you
- Persons who are or were related to you by marriage, such as a spouse, stepparent, or sister-in-law

Investment farm value does not include the value of a family farm that you, your spouse, and/or your parent(s) live on and operate.

STEP FIVE: HOUSEHOLD INFORMATION

Notes for questions

80-81 (page 5)

Question 80. List the members of your household. Include the following:

- Yourself, even if you live with your parents.
- Spouse (if applicable).
- Your children (even if they live outside your home and you will provide more than 50% of their financial support between July 1, 2019 and June 30, 2020).
- Other people that live with you and you will provide more than 50% of their financial support between now and June 30, 2020. Parents (if applicable).
- Your parent's other children (even if they do not live with your parents and your parents will provide more than 50% of their financial support between July 1, 2019 and June 30, 2020).

Note: Do not include people in your household that you will not provide more than half of their support between July 1, 2019 and June 30, 2020 (e.g. roommate).

Question 81. Always count yourself as a college student. Do not include family members who are in the U.S. military service academies. Include the number of people in your household (from Question 80) that will be enrolled in a program that leads to a college degree or certificate, and will attend at least half-time between July 1, 2019 and June 30, 2020.