

Parents' Financial Statement Workbook and Instruction Booklet

2017-2018

This instruction booklet walks you through completing your Parents' Financial Statement (PFS) as part of your application for financial aid for the 2017-18 academic year.
Apply online at <https://sssbynais.force.com/familyportal>.



Step 1: Prepare to Apply

Find out from each school its application deadlines and requirements. Then gather any materials you will need to reference as you answer the questions in the PFS.



Step 2: Complete Your PFS Online

From your PFS Online Dashboard, choose to begin a new PFS for the academic year for which you are applying. As you work, you can stop and save your work at any time then log in again using your email address and PFS Online password.



Step 3: Pay For and Submit Your PFS

Once you have completed all the fields of the PFS, on the Pay and Submit screen you will choose your method of secure payment (\$48.00). Once you submit your PFS, your information is sent immediately to schools. It cannot be withdrawn from the PFS system and your money cannot be refunded.



Step 4: Manage Documents

Once you have completed paying for your PFS, the system will activate a "My Documents" tab where you can see the documents your schools are requiring. You'll then need to upload them before their requested deadline date.

**Call (800) 344-8328 or email sss@nais.org with questions.
From outside of the US or Canada dial (952) 967-9922.**



STEP ONE: PREPARE TO APPLY

Know your school deadlines

Find out what is required, and by when for each school you're applying to. Use this list to keep track of those dates. Some schools list these dates on their own websites, but they're also available on the Dashboard page of the Family Portal.

School Name	SSS Code	Deadline to submit the PFS	Deadline to submit additional required documents

Mail or Upload Documents: You have the option to either upload required documents or mail them to SSS. Please note, uploading your documents is in your best interest—your documents will be marked as received much quicker if you upload them. It's important to note, however, a distinction between uploading your documents and fulfilling your requirements. SSS is required to review the documents, verify their authenticity, and label them for our use. This process typically takes up to 3 business days after mailed receipt or upload date.

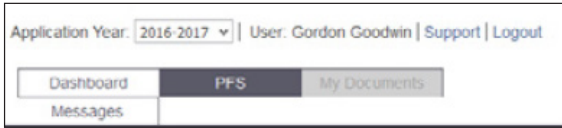
Gather information

Types of Questions You'll Answer in the PFS	Information to have handy to answer these questions
<p>Questions about your family's income ("what you earn and receive") You will answer questions about income that is taxed and income that is not taxed. Questions about "taxable income" cover salaries/wages earned by parents and children; alimony; and taxable dividends or interest income. Ownership of a business or farm is another potential source of taxable income. Questions about "non-taxable" income cover child support, social security benefits, etc. If you do not have your current tax documentation complete, please do your best to estimate. You can always use your previous year's tax documentation assuming there has not been a great change.</p>	<ul style="list-style-type: none"> • W-2 and/or 1099 form(s) • IRS Form(s) 1040 or 1040A • Social Security statements (SSA-1099 forms) • A sum of the child support you actually received
<p>Questions about the value of your assets ("what you own") Be ready to answer questions about the value of your home and what you pay. The PFS will also ask you about the vehicles you own and about investments and retirement plan accounts.</p>	<ul style="list-style-type: none"> • Mortgage principal balance statements for your home(s) • Lease or finance statements showing the amount owed on vehicles • Bank, investment, and/or mutual fund account statements • Retirement Plan account statements
<p>Questions about your debts ("what you owe") These include questions about the amount you owe on your credit cards, as well as other debt you have incurred.</p>	<ul style="list-style-type: none"> • Credit card statements • Bills/account statements showing major debt outstanding (for past educational expenses, past legal or funeral expenses, damage from natural disasters, etc.)
<p>Questions about how much you pay for educational expenses for all your children (not just the children for whom you are applying for financial aid). The PFS also asks HOW you pay for these expenses—that is, from what sources (your own funds, loan, friends/family, etc.).</p>	<ul style="list-style-type: none"> • A sum of the expenses you pay for school, college, and childcare for EACH of your children.
<p>Questions about other family expenses These will include questions about medical and dental care expenses that weren't covered by insurance; and questions about cost of camps, lessons/tutors, and vacations. Please enter annual, not monthly, amounts.</p>	<ul style="list-style-type: none"> • A sum of the expenses you paid for medical/dental premiums, as well as non-reimbursed amounts • A sum of expenses for camps/lessons/tutors • A sum of the expenses for vacations taken by all members of the family.



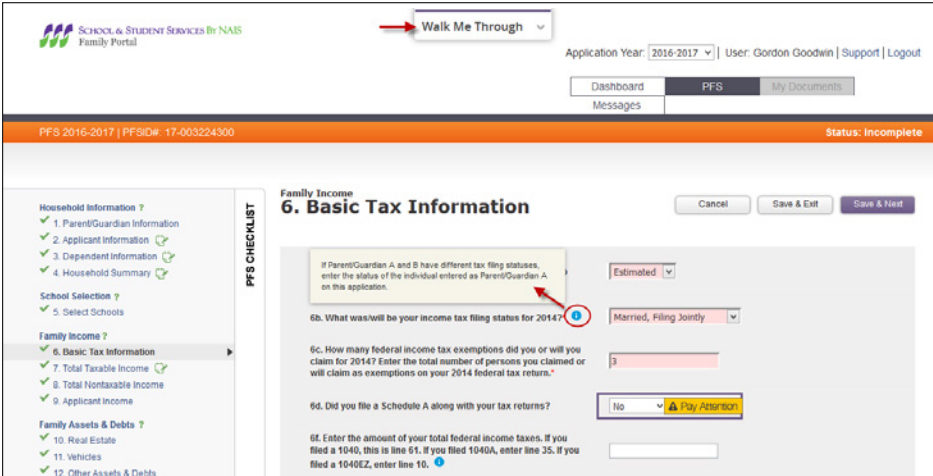
STEP ONE: PREPARE TO APPLY

Technical Considerations

- **Your Internet Browser:** Please note that the use of Google Chrome is recommended when working in the Parents' Financial Statement Online. Internet Explorer 9, Mozilla Firefox, and Safari are also supported. It's important to note that Internet Explorer 9 is the minimum required version to successfully view and work within the PFS. Internet Explorer 7 and 8 are not supported. Neither is Opera.
 - Since Google Chrome updates automatically, the most recent version should be supported.
 - Internet Explorer 9 is the minimum required version to successfully view and work within the Parents' Financial Statement Online. Internet Explorer 7 and 8 are not supported.
 - The most recent version of Mozilla Firefox should be supported.
 - Opera is also not supported.
 - Safari is now supported.
- **Choose the Correct Academic Year:** At some points during the year, SSS may have applications open for two academic years. Remember to choose the application for the academic year in which you are applying for financial aid. It's important to note that refunds are not available for applications submitted for the incorrect academic year.
 
- **How to Return to Your Application at a Later Date:** You do not have to finish your PFS in one sitting. To return to it, from the SSS Website for Families (<https://sssbynais.force.com/familyportal>), login on the right side of the page with the email and password you used to create your account. If you have forgotten your password, click on "Get help signing in."
- **"Save & Next" vs. "Save & Exit" Buttons:** At the bottom of every screen in the PFS Online, you'll see two "save" buttons. If you press "Save & Exit," you will leave the PFS Online. You should press this if you are finishing your session and wish to log out. If you have completed the page and wish to move on to the next, press "Save & Next." Note that if you haven't finished answering all the required questions on that page, you will be prompted to do so. If an answer doesn't apply to you, fill in a zero. Don't leave it blank.
- **The Back Button:** Do NOT use the back button on your Internet browser. Instead, click on the section headers in the menu on the left side of the screen to navigate to earlier sections of the PFS. Data may be lost if you use the browser back button.

Help Along the Way

You'll see Help Tips inline as you move through the application.



The screenshot shows the '6. Basic Tax Information' section of the PFS application. A red arrow points to a 'Walk Me Through' button, which is a help tip for question 6b. The question asks for the income tax filing status for 2014, with 'Married, Filing Jointly' selected. Other questions include the number of tax exemptions (3) and whether a Schedule A was filed (No). The interface also shows a 'PFS CHECKLIST' on the left and a 'Status: Incomplete' indicator at the top right.



STEP TWO: COMPLETE YOUR PFS

Use the section-by-section guide below to complete the PFS fully and accurately. You may not see all questions discussed below as some questions are only displayed based on your answers to previous questions. An application will not be processed until you have completed all required questions online. Note: References to tax form line numbers below and on the online form may vary slightly from the actual line numbers on 2016 tax forms.

Question-by-Question Instructions

Household Information

Parent/Guardian Information

- **Parent/Guardian A and B:** Fill in the biographical and contact information exactly as you do on tax and other official forms. Include an email address, so we can send you a confirmation that we have received your PFS. If either parent has more than one job, please identify.
- **Other Parent:** Complete this section only if the student applicant(s) has another living biological or legal (adoptive) parent that was not listed as Parent/Guardian A or B. Any noncustodial parent or parent with joint custody in separate households should be listed here, but he/she must also complete a separate PFS. Be sure your answers to the remainder of the questions in the PFS only pertain to the parents/guardians *in your household*. Please note that both of these fields are listed with “None” in the field by default. The “None” must be changed to Yes or No prior to saving this section.

Applicant Information

- **Applicant(s):** Enter the biographical information only for students who are applying for financial aid at SSS subscriber schools. Do not include your other dependent children who are not applying for aid, or are applying for aid at non-SSS subscriber schools only.
- **Applicant Lives With:** Select the best response for the current family situation. If the applicant lives with someone other than Parent/Guardian A or B, enter the name(s) of the other parent(s)/guardian(s).

Non-Applicant Dependent(s)

- **Dependent(s):** Enter the biographical information for all dependent individuals in your household who are NOT applying for financial aid at an SSS subscriber school. DO NOT add anyone to this section you have already identified as a Parent/Guardian or an Applicant.

School Selection

- **School Selection:** Identify the SSS subscriber schools to which we should send copies of your family’s report where you are applying by entering the SSS code(s) or name of the schools and organizations or looking them up by location. Once the schools have been found and selected, assign them to the correct applicant(s). If a school/organization is not listed, contact the school/organization directly.

Family Income

Basic Tax Information

- **2016 Tax Return:** It is preferred, but not required, that you have completed your 2016 tax return in order to complete this PFS. If you have not yet completed it, select “Estimated” and use your best estimate to answer each question.
- **Income Tax Filing Status:** If Parent/Guardian A and B have different tax filing statuses, enter the status of Parent/Guardian A (lines 1-5 on IRS Form 1040 or 1040A).
- **Exemptions:** If Parent/Guardian A and B file tax forms separately, enter the total amounts claimed/reported on both tax returns (line 6D on IRS Form 1040 or 1040A).
- **Itemized Deductions:** If you filed a Schedule A along with your tax return, enter the total itemized deductions (line 29). If Parent/Guardian A and B file taxes separately and both filed a Schedule A, enter the total from both forms.



STEP TWO: COMPLETE YOUR PFS

- **Federal Tax Paid:** Enter the total federal tax paid in 2016 (line 63 minus line 57 on IRS Form 1040, line 28 on IRS Form 1040A or line 11 on Form 1040EZ). Self employment tax in line 57 of the 1040 is reported elsewhere. Do NOT enter the amount labeled “federal income tax withheld,” because the amount that is withheld is not always what you actually need to pay.
- **Business/Farm Ownership:** Indicate if you are a sole proprietor or partner in one or more businesses and/or farms. If you are, you will be asked for additional information in a separate Business/Farm section.

Total Taxable Income

- **Taxable Salaries and Wages:** Enter taxable salaries and wages including tips, drawing accounts from self-employment, and other employee compensation before payroll deductions for 2016. Enter the actual amount if your 2016 taxes have been completed or estimate them if they have not. Refer to Box 1 on your W2 from your employer(s). If you have more than one W2, add the amounts and enter the total. (If you own a business/farm, do NOT include profit/loss from the business; only include any salary you pay yourself.)
- **Taxable Dividend and/or Interest Income:** Enter taxable dividend (line 1A on 1099-DIV or line 9a from 1040) and interest income (line 1 on 1099-INT or line 8a from 1040) for 2016 and 2017 (estimated). Do not include the value of your income-generating assets here.
- **Alimony:** Enter the total amount of alimony received in 2016 and 2017 (estimated). This does not include child support.
- **Adjustments to Income:** Enter the total amount of adjustments (line 36 on IRS Form 1040) entered in 2016 and 2017 (estimated).
- **Untaxed Portions of Payments to an IRA:** Enter the amount of any payments you made into an Individual Retirement Account (IRA) or a Roth IRA (line 32 of IRS Form 1040 or line 17 of IRS Form 1040A). Otherwise, enter zero.
- **Keogh Payments and SEP Deductions:** Enter the amount of any payments you made into a Keogh, Simplified Employee Pension (SEP), SIMPLE, and/or other qualified plans (line 28 of IRS Form 1040). If you made no such payments, enter zero.
- **Self-Employment Tax:** Enter the total deductible amount of self-employment taxes (line 27 on IRS Form 1040) you paid in 2016 and 2017 (estimated).
- **Other IRS-Allowable Adjustments:** Itemize any other IRS-allowable adjustments not listed above.
- **Other Taxable Income:** Enter the amount of any other taxable income received, if any. Enter zero if no other value applies.

Total Nontaxable Income

- **Child Support:** Enter the total amount of child support you received for all your children, not just those applying for financial aid, in 2016 and 2017 (estimated). Enter the amount you actually received, not the amount agreed upon. This is not reported on your federal or state tax returns.
- **Social Security Benefits:** Enter the total amount of all social security benefits received by all members of your household, not just by parents/guardians in 2016 and 2017 (estimated).
- **Other Nontaxable Income:** Enter the amount of any other nontaxable income you received, if any. Enter zero if no other value applies.

Applicant Income

- **Student Applicant Income:** Enter the amount of money, if any, earned by each student applicant in 2016 and 2017 (estimated) and whether the student applicant filed a federal tax return. Only enter earnings for your children who are applying for financial aid. Complete this section even if the applicant worked but did not file a tax return.
- **Student Applicant Assets:** Enter the total value of each student applicant’s assets, if any, and itemize the assets. Student assets include student savings accounts, IRAs, stocks, bonds, inheritances, trust funds, and real estate as well as the cash value of annuities and education insurance policies. Student assets do NOT include life insurance policies, stamp or coin collections, or the value of personal property as well as Section 529 plans or Education IRAs held on behalf of the students (these count as parent/guardian assets).



STEP TWO: COMPLETE YOUR PFS

Family Assets and Debts

Real Estate

- **Home (Owned):** If you own your home/primary residence, enter the purchase date, purchase price, current market value, current unpaid principal on your first mortgage, and total annual payments on your first mortgage, including all property taxes, interest payments, insurance payments and condo/association fees. If you have a second mortgage or home equity loan, you will also be asked for the current unpaid principal and annual payments on it as well as its purpose. If you're unsure how to estimate your home's current market value, consider using an online resource such as www.zillow.com.
- **Home (Rental):** If you do not own your home/primary residence, enter the total annual rent paid.
- **Other Real Estate:** If you own real estate or property other than your primary residence or a business or farm, enter the address, purpose, purchase price, current market value, and unpaid principal on all mortgages, not including interest or property taxes for each property. Also report the total annual payments on all first mortgages including all property taxes, interest payments, insurance payments and condo/association fees for each of the additional properties owned.

Vehicles

- **Cars, Boats and Recreational Vehicles:** Enter the type, make, model, year, ownership status, current debt, and annual lease cost for every vehicle in your household. Include vehicles purchased for your children. If you do not make payments on the car, enter zero in the debt/lease questions and provide an explanation.

Other Assets and Debts

- **Bank Accounts:** Enter the total value of parents' checking and savings (interest bearing and non-interest bearing) accounts, including money market accounts as of the date you complete the PFS. Do NOT include the value of student applicant accounts in this total.
- **Investments:** Enter the total net value of investments (market value minus debt) as of the date you complete the PFS. Include stocks, bonds, mutual funds, other securities, CDs, college savings plans (e.g. 529 and Coverdell), savings plans, trust funds, and total cash value of whole life insurance policies. Do NOT include retirement-specific accounts.
- **Retirement Plans:** Enter the total current value of retirement-specific plan accounts, such as 401(k)s, 403(b)s, IRAs, Keoghs, pensions, etc. Do NOT include savings, investments, CDs, etc., that are not held in vehicles specifically designated as retirement plan accounts.
- **Debts:** Enter the outstanding balances on amounts borrowed for situations such as: parent educational debt, encumbrances against home or other real estate (NOT mortgages); living expenses if business failure, prolonged illness, unemployment, etc., have depleted assets; past medical/dental expenses; past business debts and legal fees; and uninsured natural disasters or past funeral expenses. Do NOT include: business, farm, car, or consumer debt; debts for routine home repairs, school expenses for children; travel expenses; or debts for investments.
- **Consumer Debts:** Enter the total outstanding balances on all credit cards that you hold, including department stores, gas station credit cards, etc. Do NOT include items reported as debts elsewhere.

Family Expenses

Educational Expenses

- **Children You Support:** Enter the total number of children for whom you will be providing support in 2017. Include both student applicants applying for aid AND other non-applicant dependent children. If you are providing support for dependents living with you who are not your children, please explain.
- **Number of Children at Tuition-Charging Institutions:** Of the children you support, indicate how many of them will be attending tuition-charging institutions such as childcare centers, schools or colleges. Do not include children who are cared for by a nanny, family members or other types of daycare that are not provided by an institution, business or agency.



STEP TWO: COMPLETE YOUR PFS

- **What You Can Pay:** Estimate what you can pay toward tuition and other educational expenses for each applicant. Be realistic about the amount you can contribute, keeping in mind the primary responsibility for paying for your child's education lies with you. It is helpful for financial aid officers to have a realistic estimate of what the family feels it can pay for tuition.
- **Education Expenses:** Enter the educational and childcare costs for EACH of your children for 2016 and 2017 (estimated). Include costs for a nanny, family members and/or daycare that are not provided by an institution, business or agency.
- **Sources of Payment:** Indicate how you paid for the 2016-2017 academic year from each source for the education expenses listed above and how much you will pay for the 2017-2018 academic year. If you are unsure of which school your child/children will attend and how much it will cost, enter your best estimate based on your preferred school. Sources include: financial aid, parent/guardian, student assets/earnings, loans and friends/relatives/trust funds/other.

Other Expenses

- **Non-reimbursable Medical/Dental Expenses:** Enter the total amount paid for uninsured medical and dental expenses in 2016 and 2017 (estimated). Do not include amounts covered by insurance or the cost of insurance premiums or medical plans. Itemize amounts by each type of medical expense, such as doctors' bills, medicine and hospital bills.
- **Total Paid for Medical/Dental Insurance:** Enter the total amount paid out-of-pocket for medical/dental insurance premiums and plans. Do not include the amount of premiums paid by your or your spouse's employer(s).
- **Unusual Expenses:** Enter and explain the total amount paid for unanticipated, non-typical or emergency expenses in 2016 and 2017 (estimated). Include expenses such as: nursing home/assisted-living care; current legal fees; closing costs for home purchases or refinancing; sewer, street and water assessments (installation only); unreimbursed tuition for parents; uninsured natural disasters; child support paid in excess of \$5,000; special costs for a child with physical, developmental or other diagnosed challenges; funeral expenses; and Union dues. Do NOT include expenses covered in other questions, charity or church contributions, commuting expenses, household help payments and routine home repair expenses.
- **Cost of Club Dues:** Enter yearly costs of social clubs, health/athletic clubs, etc., to which parents and/or children belong that cost more than \$250. Specify the types of clubs.
- **Cost of Camps and Lessons:** Enter the total amount paid for camps or lessons for your children in 2016. Include academic, sports, music, summer day or overnight camps, tutors, test preparation and academic enrichment programs. Itemize these expenses.
- **Cost of Vacations:** Include the total cost of all individual and family vacations taken in 2016.

Business/Farm

Business Information

- **Owner and Contact Information:** Enter the owners, names and addresses of all the businesses/farms owned in full or in part by Parent/Guardian A and/or Parent/Guardian B.
- **Type of Business:** Select the type of the business(es)/farm(s) owned and describe the service/product provided.

Business Income

- **Business/Farm Income:** Determine your total business/farm income by entering the gross receipts and sales, cost of goods sold and other business/farm income for each business or farm you own. Enter totals for 2016 and 2017 (estimated) for each business or farm. Use the "[SSS Tax Primer for Parents](#)" for more guidance on where to find the business or farm tax information you need to report on your PFS. You also may be required to provide additional documentation, such as:
 - Schedules C, E, or F
 - Form 1120S
 - Form 1065
 - Schedule K-1



STEP TWO: COMPLETE YOUR PFS

Business Expenses

- **Business/Farm Expenses:** Determine your total business/farm expenses by entering the total salaries and wages paid to you and/or your spouse, other salaries/wages, additional compensation, business property rent, business property mortgage and other business/farm expenses for each business or farm you own. Enter totals for 2016 and 2017 (estimated) for each business or farm. You may be asked to provide additional information, such as a Schedule C included with your IRS Form 1040.
- **Total Depreciation:** Enter the total amount of depreciation claimed for tax purposes for each business, farm, and/or rental property you own. Refer to IRS Schedules C (line 13), E (line 23d) and/or F (line 14).
- **Self-Employment Tax Paid:** Enter the amount paid for self-employment taxes for each business or farm you own for 2016 and 2017 (estimated). Refer to IRS Form 1040 (line 57).

Business Assets & Debts

- **Business/Farm Assets:** For each business or farm you own, enter the total value of the business assets as of the date you complete the PFS. Do NOT include any of your personal assets.
- **Business/Farm Debts:** For each business or farm you own, enter the total amount of the business debts or liabilities as of the date you complete the PFS. Do NOT include any of your personal debts.

Other Information

Other Considerations

- **Additional Comments:** Enter any comments regarding your application to provide schools with additional information not covered elsewhere in the application.

PARENTS' FINANCIAL STATEMENT WORKSHEET

This worksheet is intended only to assist you with completing the online Parents Financial Statement to apply for financial aid for the academic year 2017-2018. **THIS IS NOT THE ACTUAL PFS ITSELF so please do not send this worksheet to SSS.** The PFS is only available online at <https://sssbynais.force.com/familyportal>.

You may be required to provide additional information online depending on your individual circumstances, but all applicants must provide the information below unless otherwise indicated.

HOUSEHOLD INFORMATION

Parent/Guardian Information

Enter names exactly as they appear on tax/official forms.

Parent/Guardian A

Parent/Guardian A will be our primary contact for correspondence.

First Name _____ MI _____ Last Name _____ Suffix _____
Address _____ Suite/Apt. No _____
City _____ State/Province _____ Zip/Postal Code _____ - _____
Country _____ Birthdate (mmddyyyy) _____ Gender *M F*
Email _____
Phone _____ *Home Work Cell*
Employer _____ Years with Employer _____
Occupation _____
If Parent/Guardian A has more than one job, explain: _____

Parent/Guardian B

First Name _____ MI _____ Last Name _____ Suffix _____
 Check if address is the same as Parent/Guardian A
Address _____ Suite/Apt. No _____
City _____ State/Province _____ Zip/Postal Code _____ - _____
Country _____ Birthdate (mmddyyyy) _____ Gender *M F*
Email _____
Phone _____ *Home Work Cell*
Employer _____ Years with Employer _____
Occupation _____
If Parent/Guardian B has more than one job, explain: _____

PARENTS' FINANCIAL STATEMENT WORKSHEET

Other Parent

If the applicant(s) has another living biological or legal (adoptive) parent not listed above, complete this section.

Indicate the relationship between the parents *Never married* *Divorced* *Separated, no court action* *Separated, legally*

Year of divorce/separation (yyyy) _____ Is there a joint custody agreement *Yes* *No*

Other Parent's Full Name _____

Address _____ Suite/Apt. No _____

City _____ State/Province _____ Zip/Postal Code _____ - _____

Applicant Information

Complete this section for each child applying to an SSS subscriber school. Enter names exactly as they appear on tax/official forms.

Applicant A

First Name _____ Middle Name _____ Last Name _____

Birthdate (mmddyyyy) _____ Gender *M* *F* Last Four Digits of Social Security Number _____

Current Grade _____ Current School _____ Grade applicant will enter in fall 2016 _____

Applicant lives with *Parent/Guardian A&B* *Parent/Guardian A* *Parent/Guardian B* *Other (identify)* _____

Applicant B

First Name _____ Middle Name _____ Last Name _____

Birthdate (mmddyyyy) _____ Gender *M* *F* Last Four Digits of Social Security Number _____

Current Grade _____ Current School _____ Grade applicant will enter in fall 2016 _____

Applicant lives with *Parent/Guardian A&B* *Parent/Guardian A* *Parent/Guardian B* *Other (identify)* _____

Applicant C

First Name _____ Middle Name _____ Last Name _____

Birthdate (mmddyyyy) _____ Gender *M* *F* Last Four Digits of Social Security Number _____

Current Grade _____ Current School _____ Grade applicant will enter in fall 2016 _____

Applicant lives with *Parent/Guardian A&B* *Parent/Guardian A* *Parent/Guardian B* *Other (identify)* _____

Dependent Information

Complete this section for all dependent individuals in your household who are NOT applying for financial aid at an SSS subscriber school. A dependent is identified as an individual – child or adult – for whom you provide at least 50% of their financial support each year. Include children for whom you provide support, even if they do not live with you. If you have dependents who are not children, include them here. DO NOT add anyone to this section you have already identified as a Parent/Guardian or an Applicant.

PARENTS' FINANCIAL STATEMENT WORKSHEET

Dependent 1

Full Name _____ Birthdate (mmddyyyy) _____
 Gender *M* *F* Current Grade _____ Current School _____

Dependent 2

Full Name _____ Birthdate (mmddyyyy) _____
 Gender *M* *F* Current Grade _____ Current School _____

Dependent 3

Full Name _____ Birthdate (mmddyyyy) _____
 Gender *M* *F* Current Grade _____ Current School _____

SCHOOL SELECTION

For each applicant, identify the SSS subscriber schools to which copies of your family's PFS should be sent. You will be able to search for schools by school name and/or location from within the online application if you do not know the SSS code(s).

Applicant	SSS Code <i>(if known)</i>	School Name	State	At this school, the student will be... <i>(Day? Boarding? New? Returning?)</i>

PARENTS' FINANCIAL STATEMENT WORKSHEET

FAMILY INCOME

Basic Tax Info

Have you completed your 2016 Tax Return? *Yes No (use estimated)*

Income tax filing status for 2016: 1. *Single* 2. *Married, Filing Jointly* 3. *Married, Filing Separately* 4. *Head of Household*
5. *Did Not File* 6. *Qualifying Widow(er) with Dependent Child*

How many federal income tax exemptions did you or will you claim for 2016? _____

If you filed or will file IRS Schedule A, what did you or will you report as your total itemized deductions?

What did you or will you pay in total federal taxes in 2016? *Refer to IRS Form 1040 (line 63 minus line line 57), Form 1040A (line 39) or Form 1040EZ (line 10)* _____

Total Taxable Income

Salaries and Wages

Total salaries and wages can be found in Box 1 of the W2 form given to you by your employer. If you have more than one W2, add the amount from each W2.

	2016	2017 (estimated)
Salaries and wages for Parent/Guardian A	\$	\$
Salaries and wages for Parent/Guardian B	\$	\$

Dividends & Interest Income

Refer to your 1099-INT statement (or line 8a from your 1040) for interest income and/or your 1099-DIV statement (or line 9a from your 1040) for dividend income.

	2016	2017 (estimated)
Total interest income	\$	\$
Total dividends	\$	\$

Alimony

	2016	2017 (estimated)
Alimony received (Do not include child support.)	\$	\$

PARENTS' FINANCIAL STATEMENT WORKSHEET

Adjustments to Income

	2016	2017 (estimated)
Total adjustments reported (IRS Form 1040, line 36)*	\$	\$
Total IRA pre-tax payments (IRS Form 1040, line 32 or IRS Form 1040A, line 17)	\$	\$
Total Keogh, Simplified Employee Pension (SEP), SIMPLE or other qualified plan payments (IRS Form 1040, line 28)	\$	\$
Total deductible portion of self-employment tax (IRS Form 1040, line 27)	\$	\$
*Itemize other adjustments:		

Other Taxable Income

Inline help text is provided online to help you determine the total of any other taxable income you may have. This includes income you received from pensions, annuities, rental properties, royalties, estates or trusts, household expenses paid in lieu of alimony, unemployment compensation benefits, capital gains, and taxable social security benefits. These amounts are all listed in the Income section of your Form 1040 or 1040A.

	2016	2017 (estimated)
Total other taxable income	\$	\$

Total Nontaxable Income

Child Support

	2016	2017 (estimated)
Child support received for ALL children	\$	\$

Social Security Benefits

	2016	2017 (estimated)
Social Security benefits received by all members of your household	\$	\$

PARENTS' FINANCIAL STATEMENT WORKSHEET

Other Nontaxable Income

Inline help text is provided online to help you determine the total of any other nontaxable income you may have. This includes payments made to tax-deferred pension and savings plans as reported on W-2 forms (in box 12 of your W-2 labeled D, E, F, G or H). They include qualified retirement plans including 401(k) and 403(b) plans), pre-tax contributions to a fringe benefit plan (such as a cafeteria or 125 plan), cash support, gifts, or money paid to you (or to others on your behalf) by relatives or non-relatives, amount paid or provided by a separated or divorced spouse (in lieu of child support) to cover household expenses, value of allowances received for housing, food and other living expenses as a member of the military or clergy, cash value of earned income credits, welfare benefits, veteran's benefits, and worker's compensation, income received from tax-exempt investments, income earned abroad, and other untaxed income/benefits not specified above.

	2016	2017 (estimated)
Total other nontaxable income	\$	\$

Student Income

Student Income

	Applicant Filed 2016 Federal Tax Return?	2016 Income	2017 Income (estimated)
Applicant A _____	yes no	\$	\$
Applicant B _____	yes no	\$	\$
Applicant C _____	yes no	\$	\$

Student Assets

Enter the total value of each student applicant's assets. Include student's saving account(s), IRA, stocks, bonds, inheritances, trust funds, real estate, and cash value of annuities and education insurance policies. Do NOT include life insurance policies, stamp/coin collections, value of personal property, 529 plans or education IRAs held on behalf of students.

	Total Value	Itemize Assets
Applicant A _____	\$	
Applicant B _____	\$	
Applicant C _____	\$	

PARENTS' FINANCIAL STATEMENT WORKSHEET

FAMILY ASSETS AND DEBTS

Real Estate

	2016	2017 (estimated)
If you PAY RENT on the home you currently live in, provide the TOTAL amount you paid/will pay in rent for the entire year.	\$ _____	\$ _____

If you OWN the home you currently live in, provide the following information:				
Year Purchased	Purchase Price	Present Market Value	Unpaid Principal on 1st Mortgage	Annual Payments on 1st Mortgage
_____	\$ _____	\$ _____	\$ _____	\$ _____
If you have a 2 nd mortgage or home equity loan, provide the following information:				
Unpaid Principal on 2 nd Mortgage	Annual Payments on 2nd Mortgage	Describe the purpose of the 2 nd mortgage or equity loan:		
\$ _____	\$ _____	_____		

PARENTS' FINANCIAL STATEMENT WORKSHEET

If you own property other than your primary home, provide the following information for each property. If this property is used as a rental, please include the income (loss) in question 7q.

Property 1

Address	Purpose/Use of Property		
_____	additional family home rental income vacation home/timeshare vacant land other		

Purchase Price	Present Market Value	Unpaid Principal on 1st Mortgage(s)	Annual Total Payments on 1st Mortgage(s)
\$ _____	\$ _____	\$ _____	\$ _____

Property 2

Address	Purpose		
_____	additional family home rental income vacation home/timeshare vacant land other		

Purchase Price	Present Market Value	Unpaid Principal on 1st Mortgage(s)	Annual Total Payments on 1st Mortgage(s)
\$ _____	\$ _____	\$ _____	\$ _____

Property 3

Address	Purpose		
_____	additional family home rental income vacation home/timeshare vacant land other		

Purchase Price	Present Market Value	Unpaid Principal on 1st Mortgage(s)	Annual Total Payments on 1st Mortgage(s)
\$ _____	\$ _____	\$ _____	\$ _____

PARENTS' FINANCIAL STATEMENT WORKSHEET

Vehicles

Provide the following information about all family vehicles (cars, recreational vehicles, boats) owned or leased by your family.

Vehicle 1			
Type	Make	Model	Year
car boat recreational vehicle	_____	_____	_____
Ownership Status	Current Debt	Annual Lease Cost	Notes
own lease provided by employer/business	\$ _____	\$ _____	_____
Vehicle 2			
Type	Make	Model	Year
car boat recreational vehicle	_____	_____	_____
Ownership Status	Current Debt	Annual Lease Cost	Notes
own lease provided by employer/business	\$ _____	\$ _____	_____
Vehicle 3			
Type	Make	Model	Year
car boat recreational vehicle	_____	_____	_____
Ownership Status	Current Debt	Annual Lease Cost	Notes
own lease provided by employer/business	\$ _____	\$ _____	_____

Other Assets & Debts

Bank Accounts:

Total value of both parents'/guardians' checking and savings (*interest bearing and non-interest bearing*) accounts
\$ _____

Investments

Total net value of all investments (*stocks, bonds, mutual funds, cash value of whole life insurance policies*)
\$ _____

PARENTS' FINANCIAL STATEMENT WORKSHEET

Retirement Plans

Is there a retirement plan for Parent/Guardian A? *yes no*

Is there a retirement plan for Parent/Guardian A? *yes no*

Total value of parents'/guardians' IRAs, pensions and other retirement plans \$ _____

Debts

Total outstanding debt (*includes past parent education debt, legal expenses, etc.*) \$ _____

Consumer Debt

Total consumer debts (*includes balances from all credit card purchases not reported elsewhere*) \$ _____

FAMILY EXPENSES

The information provided in this section helps schools better assess your full obligation to pay tuition and other educational expenses. Please be realistic about the amount you can contribute, keeping in mind that the primary responsibility for paying for your child's education lies with you.

Educational Expenses

How many children (*applicants and other dependents*) are/will be receiving support from you in 2017? _____

How many will attend tuition-charging institutions (childcare centers, schools or colleges)? _____

List all of the tuition contributions you received in 2016-17:

How much financial aid did you receive? \$ _____

How much money did you contribute from your own earnings or assets? \$ _____

How much did you contribute from the applicant's earnings or assets? \$ _____

How much did you borrow in loans? \$ _____

How much did you receive from friends, relative, trust funds or other sources? \$ _____

From all combined sources except financial aid, your tuition contribution was (add each amount in this section)? \$ _____

What is the estimated full cost of tuition for this applicant for the academic year 2016-17? \$ _____

PARENTS' FINANCIAL STATEMENT WORKSHEET

List all of the tuition contributions you plan to make in 2017-18:

How much money will you contribute from your own earnings or assets? \$ _____

How much will you contribute from the applicant's earnings or assets? \$ _____

How much will you borrow in loans? \$ _____

How much will you receive from friends, relative, trust funds or other sources? \$ _____

From all combined sources except financial aid your tuition contribution will be (add each amount in this section)? \$ _____

Other Expenses

Medical/Dental

	2016	2017 (estimated)
Total medical/dental expenses not reimbursed by insurance companies	\$ _____	\$ _____
Total paid for medical/dental insurance premiums	\$ _____	\$ _____

Additional Expenses

Total unusual expenses (<i>major, unanticipated costs for non-routine situations</i>)	\$ _____
Itemize unusual expenses:	
Total annual fees/club dues for clubs that cost more than \$250	\$ _____
Itemize annual fees/club dues:	
Total amount paid for camps and lessons in 2016 for all members of your household	\$ _____
Itemize camps/lessons:	
Total amount paid for vacations in 2016 for all members of your household	\$ _____

PARENTS' FINANCIAL STATEMENT WORKSHEET

BUSINESS/FARM

This information is only asked of families who report being a sole proprietor of or partner in one or more businesses/farms. The PFS will ask you to complete this information for each business or farm you own (do not combine the businesses).

Business Information

You will need to provide this information for each business/farm owned.

Owner(s)/partner(s) in business/farm _____

Business/farm name _____

Year business/farm operation began _____ Business Type: *Sole Proprietorship Partnership Corporation*

Street address _____

City _____ State _____ Zip Code _____ - _____

Describe service or product provided _____

Business Income

If you are an owner/partner in more than one business/farm, provide the following items for each business or farm you own.

	2016	2017 (estimate)
Gross receipts and sales	\$ _____	\$ _____
Cost of goods sold and/or operations	\$ _____	\$ _____
Other business/farm income	\$ _____	\$ _____

Business Expenses

If you are an owner/partner in more than one business/farm, provide the following items for each business or farm you own.

	2016	2017 (estimate)
Salaries/wages paid to you or your spouse	\$ _____	\$ _____
Other wages	\$ _____	\$ _____
Additional compensation	\$ _____	\$ _____
Business property rent	\$ _____	\$ _____
Business property mortgage	\$ _____	\$ _____
Depreciation	\$ _____	\$ _____
Other expenses (will need to explain)	\$ _____	\$ _____
Amount paid for self-employment tax	\$ _____	\$ _____

PARENTS' FINANCIAL STATEMENT WORKSHEET

Business Assets and Debts

If you are an owner/partner in more than one business/farm, provide the following items for each business or farm you own.

Business and/or Farm Assets

	2016	2017 (estimate)
Current business/farm assets minus amounts reserved for bad debts	\$ _____	\$ _____
Land and buildings (present market value)	\$ _____	\$ _____
Cash reserve for depreciation	\$ _____	\$ _____
Other capital assets of the business/farm	\$ _____	\$ _____
Accounts receivable	\$ _____	\$ _____
Other business/farm assets	\$ _____	\$ _____

Business and/or Farm Debts

	2016	2017 (estimate)
Mortgage on land and buildings	\$ _____	\$ _____
Debts on equipment and machinery	\$ _____	\$ _____
Other business or farm debts	\$ _____	\$ _____

OTHER INFORMATION

There is additional space provided online to provide any other information you believe is pertinent to your family's situation.



STEP TWO: COMPLETE YOUR PFS

Tips to Avoid Common Errors

1. **If you must go backward in the application,** click on the section headers in the menu on the left side of the screen to navigate to earlier sections of the PFS. If you use your Internet browser “back” button at the top of your screen, you may lose information.
2. **Zero counts!** Enter a zero if a question does not apply to you. Do not leave the answer blank.
3. **Whole numbers only.** When entering numbers please use only whole numbers: no decimals or cents. Rounding to the nearest whole number is acceptable.
4. **Offer explanation when requested,** so a school can better understand your answer or situation.
5. **Applicants vs. Dependents.** Questions about “applicants” refer to your children who are applying for financial aid using the PFS you’re completing. Questions about “other dependents” refer to the children (or adults) for whom you provide support who ARE NOT applying for financial aid through SSS and who are NOT a parent or guardian.
6. **Choose the right school.** In the School Selection section, choose the exact school you wish to apply to, in the correct city and state. Many schools have similar names.
7. **Salary vs. profit.** In the Family Income section, if you are a business owner or farm owner, in the questions about “salary,” enter only the amount you draw as salary (for which you received a W2). You will provide information about profit/loss elsewhere in the PFS.
8. **Rent.** In the Family Assets and Debts section, if you rent your residence, enter the total rent you pay for the whole year, not the amount you pay each month.
9. **Use the cover sheet.** While we strongly recommend you upload any required tax documents, if you opt to mail them to SSS instead, use a required documents cover sheet, which you can print from the PFS Online. This allows us to match your documents to your application.
10. **Mail early.** If you opt to mail in additional required documents to SSS, do so at least 10 days before the school deadlines to allow for mail delivery and SSS processing time.



STEP TWO: COMPLETE YOUR PFS

FAQ

What is School and Student Services (SSS by NAIS)?	SSS is a financial aid services provider. SSS is owned by the National Association of Independent Schools (NAIS), a nonprofit membership association. Many private schools use SSS to help them assess a family's ability to pay school costs. SSS helps schools make objective and fair financial aid decisions. The philosophy behind the SSS process is that parents are primarily responsible to finance their child's education to the extent they are able.
What is the Parents' Financial Statement (PFS)?	The PFS is the cornerstone of your financial aid application. When you submit your PFS, you are granting SSS permission to analyze your financial information. We analyze your income, expenses, assets, and debts. Then we estimate the amount you can contribute to school expenses. We send that estimate to the schools you indicate. Schools use that estimate as a starting point to determine financial aid awards. Each school makes its own financial aid decisions, taking into consideration its budget and financial aid policies.
Is my information safe?	Yes. The process we use at SSS to protect your information meets the most rigorous standards. Schools are also encouraged to keep information private and to allow access to as few people as possible.
How long does it take SSS to send my results to schools?	Schools receive immediate notification when your PFS has been submitted.
How much does it cost to submit a PFS?	The price to submit a Parents' Financial Statement (PFS) online for Academic Year 2017-18 is \$48.00.
Can I change the information after I submit the PFS?	Yes. You can submit changes via the PFS Online at https://sssbynais.force.com/familyportal . There is no fee to make a change.
Can I add a school after I submit the PFS?	Yes. There is no fee to add a school.
Can I withdraw my PFS after I submit it?	No. Once you have submitted and paid for your PFS, it cannot be withdrawn from the SSS system and your fee cannot be refunded. If you no longer wish to apply for financial aid, contact your school(s).
Are there any other forms I must complete?	Many schools require that you submit tax forms in addition to the PFS. Check with the school(s) to which you are applying to see what is required, where you should send it, and by what date. This information is often listed on a school's website so you may want to look there before calling the school.
How can I submit tax forms if I haven't completed them yet?	Schools realize that tax forms are not available until January or later and usually set their requirements accordingly. Be aware of each school's <i>specific</i> requirements. For example, a school may ask you to submit a 2015 tax document and then later to submit a 2016 tax return. Or a school may set a later deadline for the submission of the 2016 tax return.
How do I know if SSS has received my mailed-in documents?	You can go to the PFS Online at https://sssbynais.force.com/familyportal to track whether your documents have been received. Please allow 10 days for your documents to be received and processed.
What if I am not the parent of the applicant?	If you are financially responsible for the student, complete the PFS (fill in the section for Parent A) and include a description of your relationship to the child.



STEP TWO: COMPLETE YOUR PFS

What if I am divorced?	SSS considers divorced parents living apart to be separate households, and as such, each parent should complete a separate PFS. Check with each school to confirm what it requires.
What if I have more than one child?	Using the PFS Online, you can enter application information for all your children who are applying for financial aid using a single application. You do not need to complete a separate PFS Online for each child.
What if I do not know the exact amount in response to a question?	Enter your best estimate. Enter a zero (0) if no other amount applies. Do NOT leave items blank. Do NOT enter symbols, such as >, <, ~, or N/A, or words such as “none,” or “unknown.” If you estimate, for any question, that your 2017 amounts will differ by \$5,000 or more from amounts for 2016, please be sure to itemize.
If I applied last year, do I have to fill out another PFS?	Yes, you should file a new PFS for every year that you apply for financial aid. You will be able to transfer some information from the previous year’s application to speed up the process.
Where can I get help?	Call (800) 344-8328 or email sss@nais.org with questions. From outside of the US or Canada dial (952) 967-9922. Call the school directly if your question involves their requirements or awards.
What is Consumer Debt and how is it used in the calculation?	In the “Family Assets & Debts” section,” you are asked to report your credit card debt. Given the variety of types of spending that credit cards can be used for, SSS does not factor this into the calculation of your family contribution. However, schools may use this information in different ways. Enter your total outstanding balances then and use the Other Considerations section to specify the main types of purchases that these cards were used for.
What should I include as “Unusual Expenses”?	In the “Family Expenses” section, you are asked to total your “unusual expenses.” Below the question, click the link to see a list of the types of expenses that should and should not be included.
How do I compress files that are too large to upload?	Some scanners create very large PDF files and the maximum file size that can be uploaded into the PFS Online is 10MB. Fortunately, there are a number of free software tools available to compress these into smaller files. Just Google “compress PDF” for a variety of options.



STEP THREE: PAY FOR AND SUBMIT YOUR PFS

Once you complete all sections of the PFS, you will have access to the Pay and Submit section. The fee to submit a PFS online is U.S. \$48.00 and this fee is nonrefundable. This is a flat fee, whether you are applying for aid for one child or several children, and whether your children are applying to one school or several schools. Your PFS and the application results will not be processed and sent to schools until we receive full payment.

Payment Options

In the Pay and Submit section, you may make your secure payment using the following methods:

- Credit or debit card. The charge on your statement will appear as 'FinAid App 800-844-2207.'
- Direct debit from your checking or savings account.

PFS Payment: Select Payment Method

Credit/Debit Card - We accept Visa, Mastercard, Discover, and American Express

Electronic check - To pay by check, select this option and input your bank routing and account number on the next screen.

Once you have successfully submitted and paid for your PFS, you will receive email confirmation from SSS. Your information will be immediately available to schools. **Once submitted, your PFS cannot be withdrawn and your fee cannot be refunded.**

SSS by NAIS Mailing Address

Use one of the addresses below to submit any documents schools have instructed you to send to SSS. You can also opt to upload them online through the Manage Documents screen.

Remember: Some schools may ask you to submit required documents directly to the school. Be sure to find out from schools exactly what to send, where, and by when!

Standard Mail:
SSS by NAIS
P.O. Box 449
Randolph, MA 02368

Overnight Mail:
SSS by NAIS
Application Processing Center
15 Dan Road
Suite 102
Canton, MA 02021

SSS by NAIS is your gateway to private school financial aid. For more than 40 years, we've helped connect hundreds of thousands of students with schools that offer an exceptional education.

SSS recommends tracking any package containing documents you mail to us.