

# PARENTS' FINANCIAL STATEMENT INSTRUCTIONS

## PART I: APPLICANT AND FAMILY INFORMATION

### A

#### Household Information

- 1 Be sure to list the address, email, and phone number where the parent is most likely to be reached, if necessary. Correspondence regarding your PFS will be mailed and/or emailed to the person indicated here, using the address and/or email address provided here. Consult with the school(s) to which you are applying to find out whose information is required to be submitted. If either parent has more than one job, provide additional employment information in item 32.
- 2 Complete this section only if the student's biological parents are not currently married. Noncustodial and parents with joint custody in separate households must complete a separate PFS. Be sure that your answers to the PFS only contain your household information.

### B

#### Student Applicant Information

- 3 Only students applying for financial aid at **Trinity Lutheran** should be entered in this section.  
  
Give the grade that the student will enter in 2017-2018. Use PK for pre-kindergarten, AK for Alternative Kindergarten.
- 4 Check all boxes that apply to the current family situation. If neither of the adults listed in Section A is the student's parent or legal guardian, check "Other" and explain in item 32.
- 5 (Item 5 is not used)



## Family Income

### WHERE TO FIND THIS ON YOUR TAX FORM:

6C: 1040 or 1040A, Line 6D

6D: 1040, Line 40; does not apply if you filed 1040A.

6E: 1040, Line 63;  
1040A, Line 28

7C: 1040 or 1040A,  
Lines 8a, 9a

7D: 1040, Line 11  
(You cannot use the 1040A if you received alimony.)

7F: 1040, Line 32;  
1040A, Line 17

7G: 1040, Line 28;  
Does not apply if you filed 1040A

7H: 1040, Lines 23 through 35,  
except Lines 28 & 32;  
1040A, Lines 16, 18 & 19

7I: 1040, Line 12. Does not apply if you filed 1040A.

**6A** Answers should be based on your 2016 federal income tax return. If you do not have actual figures for the 2016 calendar/tax year, give your best estimate. If you have not yet completed your 2016 tax return, check "Estimated."

**6B** If parents/guardians listed in Section A have different tax filing appropriate answer based on Parent/Guardian A here. Indicate the appropriate filing status for Parent/Guardian B in item 32.

**6C, 6D** Refer to your IRS 1040, 1040A, or 1040EZ for the amount. Enter the total amounts claimed/reported on the tax returns for both parents/guardians, if not filing jointly.

**6E** Refer to your IRS 1040, 1040A, or 1040EZ for the amount. Do not copy the amount labeled "federal income tax withheld" from your W-2. Do not list the amount of your refund or the amount you underpaid. Enter the total amounts claimed/reported on the tax returns for both parents/guardians, if not filing jointly.

**7A, 7B** Enter taxable wages (found in Box 1 of your W-2's), other taxable wages and salaries including tips, drawing accounts from self-employment, and other employee compensation before payroll deductions. If you are self-employed, include what you draw as salary but do not include income entered as business profit.

**7C** Enter taxable dividend and/or interest income from your federal return(s) or 1099 form(s). Report the net value of taxable and nontaxable investments in the Family Assets section. If you enter any figure here, you must enter a response other than zero (0) in questions related to your checking, savings, and/or investment accounts. **This response cannot be negative.**

**7D** Enter the amount of alimony payments you actually received in the year. If you received child support, you must report that in item 8A of the application.

**7E** Enter all taxable income not reported elsewhere. Include pensions, annuities, rent, royalties, estates or trusts, household expenses paid by separated or divorced spouse in lieu of alimony, unemployment compensation, capital gains, etc. Include 2016 taxable IRA distributions.

**7F** Enter only the amount of the untaxed portion paid into your 2016 IRA. Refer to the IRS 1040 or 1040A.

**7G** Enter the sum of your 2016 payments into Keogh, Simplified Employee Payment (SEP), SIMPLE, and qualified plans. Refer to IRS 1040.

**7H** Enter the total of all other IRS-allowable adjustments to income: deduction for self-employment tax, self-employed health insurance deduction, penalty on early withdrawal of savings, and alimony paid to spouse. Itemize adjustments in item 32. Do not include itemized deductions.

**7I** Net profit or loss from business and/or farm, as reported on your IRS 1040. If you own more than one business, report the total of business profits and losses from all businesses and itemize them in the Notes section.

**7L** Enter your ownership stake in the business indicated in 7K.

**7M** Indicate the **total value** of the business assets as of the date you complete the application. Do not include any of your personal assets.

**7N** Indicate the **total amount** of the business debts or liabilities at the time you complete the application. Do not include any of your personal debts.

**7O** Report the total amount of self-employment taxes you paid in 2016.

**8A** Indicate how much child support you received for all children, not just the student applicants on this application. Include the amount you actually received, not the amount agreed upon. This is not reported on your federal or state tax returns.

**8B** Report all social security benefits received by every member of the household, not just benefits the parents or guardians received.

**8C** Use the worksheet (on page 4 of the PFS) to calculate total nontaxable income that is not reported elsewhere on this form. Remember to report the total from the worksheet on item 8C.

**9A** *Skip section 9. It does not apply to most of our students.*

**D****Family Assets and Debts**

If you do not have actual figures for the year, give your best estimate.

- 10** Complete each item 10A-10F. Mortgage principal *should not* include interest payments or property taxes. Annual mortgage payments should include property taxes, interest payments, insurance payments, and condo/association fees. If the value and/or mortgage is divided among other individuals, enter only your portion(s). If the home is part of business property, enter only the market value and unpaid mortgage principal of the residence. If present market value is less than unpaid mortgage principal explain in item 32.
- 10G** If you have a second mortgage or equity loan, describe its purpose in item 32.
- 10L** Please enter the total unpaid principal and annual payments on mortgages.
- 10N** Enter total figures for all real estate or property other than your home, business, or farm. In item 32, include addresses of all properties. Do not include interest payments or property taxes in mortgage principal. Do include property taxes, interest, and insurance in annual mortgage payments. If the value and/or mortgage is divided among other individuals, enter only your portion. If the home is part of business property, enter only the market value and unpaid mortgage principal of the residence. If property is income producing, include the net profit or loss in item 7E.
- 11** Do not write in your monthly rent. Be sure to report how much rent you paid for the entire year.
- 12** Include cars, trucks, SUV's, etc. that your family uses for its primary transportation. If you own or have possession of a vehicle that is paid for by someone else, explain in the Notes section. If you do not make payments on the car, enter zero (0) in the lease and debt questions and explain in the Notes section. Include any cars or vehicles you purchased for your children.
- 13** Include vehicles such as boats or personal watercrafts, campers or RV's, motorcycles, etc. If you own or have possession of a vehicle that is paid for by someone else, explain in the Notes section. If you do not make payments on the vehicle, enter zero (0) in the lease and debt questions and explain in the Notes section. Include any vehicles you purchased for your children.
- 14** Enter total value of parents' checking and savings (interest bearing and non-interest bearing) accounts, including money market accounts, as of today's date. Enter student's accounts separately in item 9C. If you enter a figure in item 14 you must enter a response greater than zero (0) in item 7C, or an explanation in item 32.
- 15** Enter total net value of investments (market value minus debt) as of today's date. Investments include stocks, bonds, mutual funds, other securities, certificates of deposits, savings plans for college including 529 and Coverdell savings plans, trust funds, etc. Do not include the value of pensions, retirement plans, IRAs, or Keoghs. If you enter a figure in item 15, you must enter a response other than zero (0) in at least one of the following items: 7C, 7E, 8C, or item 32.
- 16** Enter the outstanding balances on amounts borrowed for situations such as those listed below. Itemize in item 32.
- | <b>Include:</b>                                                                                    | <b>Do not include:</b>                                                      |
|----------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------|
| • past educational debts of parents                                                                | • anything covered in other questions                                       |
| • encumbrances against home or other real estate ( <i>items 10A-10T</i> )                          | • mortgages                                                                 |
| • past medical/dental expenses                                                                     | • business, farm, car, or consumer debt (purchases charged to credit cards) |
| • debts for investments ( <i>item 15</i> )                                                         | • debts for routine home repairs                                            |
| • living expenses if business failure, prolonged illness, unemployment, etc., have depleted assets | • schooling expenses for children                                           |
| • past business debts                                                                              | • travel expenses                                                           |
| • uninsured natural disasters                                                                      |                                                                             |
| • past funeral expenses                                                                            |                                                                             |
| • past legal fees                                                                                  |                                                                             |
- 17** This total should include debts from purchases made to any credit cards. Do not include items reported elsewhere, to avoid double-counting the same debt. For example, if you used a credit card to pay for past medical expenses and you included that amount in item 16, do not include the same amount in item 17. Explain the debt in item 32.

**E****Additional Information**

- 18** Enter the total number of children for whom you are providing support in 2017. Include your children who may not live with you for the full year and children who are not applying for financial aid at Trinity. Be sure to list all children in items 20 and 21.
- 19** 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. Expenses for these types of child care providers can be reported in item 26.
- 20** **Complete this item for all your children, not just those applying for financial aid.** If there are more than four, list the additional children in item 32.
- 21** **Complete this item for all your children, not just those applying for financial aid.** If there are more than four, list the additional children in item 32.
- 22** Estimate the amount of money you expect will be available from all sources (excluding the school's financial aid) to pay toward all education-related expenses for each child applying for financial aid. Total the amount in item 23. Do not leave blank.
- 24** Enter total amount paid in 2016 and estimated to be paid in 2017 for uninsured medical and dental expenses. Do not include amounts covered by insurance or the cost of insurance premiums or medical plans. In item 32, itemize amounts by each type of medical expense such as doctors' bills, medicine, and hospital bills.
- 24A** Enter 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).
- Enter total amount paid for unanticipated, non-typical and/or emergency expenses in 2015. The school financial aid administrator may ask you to verify these expenses. If you enter an amount here, itemize and explain in item 32.
- 25** **Include:**
- 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 a disability
  - funeral expenses
- Do not include:**
- anything covered in other questions (mortgages, consumer purchases, retirement plans, debts)
  - car payments
  - charity or church contributions
  - childcare payments
  - children's school/college expenses
  - expenses for commuting
  - household help payments
  - payments for home repairs
  - payments on insurance premiums
  - payments for condo/association fees
- 26** Enter the amount you paid for expenses to provide care for your children while you were at work. Do not include tuition payments for school or pre-school.
- 28** If you carry more than one life insurance policy, please indicate the total face value of all policies combined. If the policies are of more than one type, please check all the boxes that apply, and explain in item 32.
- 29** Include costs of social clubs, health or athletic clubs, etc. to which parents and/or students belong. Report total yearly costs for all memberships, not monthly fees. Specify and describe the type of club in item 32.
- 30** Include costs of camps or lessons where you sent your children in the year. This might include academic, sports, music, summer day or overnight camps, etc. Include costs paid for tutors, test preparation, or academic enrichment programs here. Itemize and describe the camps or lessons in the response space in item 32.
- 31** Include total costs of individual and family vacations taken last year.
- 32** Use this space to explain entries you have made for questions that are circled. If you need more space, submit a separate letter along with your PFS. Be brief and clear in your explanations.

Be sure to attach a copy of the front and back of your 1040 or 1040A. You do not need to include any additional tax data (like Schedule C). If your taxes are not complete, attach a copy of your W-2s. Applications without this information will not be processed. You must sign and date the form before submitting.