

# Using the Online Application

**The First Step** involves gathering the documents that you will need.

These documents include the following:

You and your spouse's (if applicable) social security numbers.

Detailed copies of all pages and Schedules of your 2007 Federal Income Tax Return Form 1040, 1040A or 1040EZ (as filed with the IRS) for individuals listed in Sections A and B. Recaps and/or Summary Forms are not acceptable. Copies of all 2007 W-2 Wage and Tax Statement Forms, all 2007 1099/1099R for Interest/Dividends, Pensions/Annuities and/or Misc. Income Forms for individuals listed in Sections A and B.

**If you have not yet filed for 2007**, provide a complete copy of your **2006** Federal Income Tax Return Form 1040, 1040A or 1040EZ (as filed with the IRS).

**Along with all 2007 W2 forms / 1099 forms.**

You will also be required to provide 2007 Business Income Estimates for any/all of these businesses.

Documentation of TOTAL AMOUNTS received in 2007 for all Non-Taxable Income (welfare, food stamps, Social Security, housing assistance, unemployment, Workers' Compensation, etc.).

Information about the value and amount still owed on any investments, including real estate.

Information about the value and amount still owed on your home.

**The second step** is to go to our website and fill out the application.

Go to the website [www.psas.org](http://www.psas.org). Click on the **online application** menu button Click on the **Begin Your Application** button If you are a new user for the 2008 – 2009 academic year, complete the New User section, then hit the Next button Enter the School Authorization Code that your school has given you and then hit the Next button. **Cor Jesu's authorization code is 1465**. Read the Overview screen, then hit the Next button You can now begin to complete the application Note: Each time you hit next on a screen the application saves the information on that screen.

**The Third Step** is to submit the \$20.00 fee for processing your application.

Payments via VISA, Master Card or American Express are accepted. All payment transactions are protected through the use of a secure server. Once payment has been submitted, the Certification Page will be displayed. Read the information on the page, using the scroll bar to go to the bottom of the page. When you have scrolled to the bottom of the page, the Print button will appear. Use the Print button to print the page.

**Finally**, submit your application to PSAS for review by our staff. You must then print out the certification document and mail this to us with the following required documentation:

1. Online Certification Statement

2. A complete photocopy of your 2007 federal 1040, 1040A, or 1040EZ form, including all schedules and worksheets and copies of all 2007 W2 and/or 1099 forms for ALL adults living in the household.

3. Photocopies of your Social Services Grant Letter (AFDC, ADC, TANF) and/or photocopies of your Food Stamps Grant Letter and/or photocopies of your Social Security Benefits Statement(s) for ALL adults living in the household receiving benefits in 2007.

**NOTE:** Your application will not be considered complete until all required documentation is received

If you need to reprint the Certification Form, just log in as a Returning User, scroll to the bottom of the screen and click on the Certification Page button. If you need any help completing the form, you can contact our Support Desk at 440-892-4272, or e-mail us at [online@psas.org](mailto:online@psas.org)