

This workbook and instruction booklet walks you through completing your Parents' Financial Statement (PFS) as part of your application for financial aid for the 2019-20 academic year. The PFS is completed online in the SSS Family Portal.

**Apply Online:** <https://sssbynais.force.com/familyportal>.



### ***Step 1: Prepare to Apply***

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



### ***Step 2: Complete Your PFS Online***

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



### ***Step 3: Pay for and Submit Your PFS***

After completing all the sections of the PFS, on the Pay and Submit screen, choose your method of secure payment (\$51.00). 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 It cannot be withdrawn from the PFS system and your money cannot be refunded.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 paid for your PFS, the system activates the "My Documents" tab, where you can view the list of documents your schools are requiring and upload them electronically. You'll need to upload them before their requested deadline date as part of your application for financial aid.

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#### **For Assistance:**

Contact the SSS Parent Support Team

Call (800) 344-8328 | Email [sss@communitybrands.com](mailto:sss@communitybrands.com)

From outside of the US or Canada dial (952) 967-9922.



# STEP 1: PREPARE TO APPLY

## Know Your School Deadlines

Find out what is required and by when for each school you're applying to for aid. Use this list to keep track of these dates. Some schools list these dates on their websites. They are also available on the Dashboard of the Family Portal *after* you select your schools in Section 5.

School Name	SSS Code	Deadline to Submit the PFS	Deadline to Submit 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 on the PFS	Information to have handy to answer these questions
<b>Questions about your family's income ("what you earn and receive")</b> 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, farm, or rental property are other potential sources of taxable income. Questions about "non-taxable" income cover child support, social security benefits, etc. If you do not have your current tax documentation completed, please do your best to estimate. You can always use your previous year's tax documentation assuming there had not been a great change.	<ul style="list-style-type: none"> <li>• W-2 and/or 1099 form(s)</li> <li>• IRS Form(s) 1040 or 1040A</li> <li>• Schedule C, E, F, K-1</li> <li>• Social Security statements [SSA-1099 form(s)]</li> <li>• A sum of the child support you actually received</li> </ul>
<b>Questions about the value of your assets ("what you own")</b> 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.	<ul style="list-style-type: none"> <li>• Mortgage principal balance statements for your home(s)</li> <li>• Lease or finance statements showing the amount owed on vehicles</li> <li>• Bank, investment, and/or mutual fund account statements</li> <li>• Retirement Plan account statements</li> </ul>
<b>Questions about your debts ("what you owe")</b> These include questions about the amount you owe on your credit cards, as well as other debt you have incurred.	<ul style="list-style-type: none"> <li>• Credit card statements</li> <li>• Bills/account statements showing major debt outstanding (for past educational expenses, past legal or funeral expenses, damage from natural disasters, etc.)</li> </ul>
<b>Questions about how much you pay for educational expenses for <i>all</i> your children</b> (not just the children for whom you are applying for financial aid). The PFS also asks <b>HOW</b> you pay for these expenses—that is, from what sources (your own funds, loans, friends, family, etc.).	<ul style="list-style-type: none"> <li>• A sum of the expenses you pay for school, college, and childcare for <b>EACH</b> of your children</li> </ul>
<b>Questions about other family expenses</b> These include questions about medical and dental care expenses that weren't covered by insurance and questions about the annual cost of camps, lessons, tutors, and vacations.	<ul style="list-style-type: none"> <li>• A sum of the expenses you paid for medical/dental premiums, as well as non-reimbursed amounts</li> <li>• A sum of expenses for camps, lessons, sports, and tutors</li> <li>• A sum of expenses for vacations taken by all members of the family</li> </ul>



# STEP 1: PREPARE TO APPLY

## Technical Considerations

- **Internet Browser:** We recommend using Google Chrome when working in the SSS Family Portal. Since Google Chrome updates automatically, the most recent version should be supported. It's important to note that Internet Explorer 10 is the minimum required version to successfully view and work within the PFS.

### Browsers Supported:

- ✓ Google Chrome
- ✓ Mozilla Firefox
- ✓ Safari
- ✓ Microsoft Edge

### Browsers NOT Supported:

- ✗ Internet Explorer 7, 8, 9, 10
- ✗ Opera

- **Choose and Confirm the Correct Academic Year:** At some points during the year, SSS may have applications open for two academic years. Be sure to choose the PFS for the academic year in which you are applying for financial aid, then confirm your application year selection when you begin to fill out your PFS. Refunds are not available for applications submitted for the incorrect academic year.

The screenshot shows the SSS Family Portal dashboard. At the top, there is a navigation bar with 'Application Year: 2019-2020' and 'User: Troy Test | Logout'. Below this is a menu bar with 'Dashboard', 'Help Center', 'PFS', 'My Documents', and 'Messages'. The main content area is titled 'Applying for School Year 2019-2020'. It contains a checkbox for 'I acknowledge this application is for the school year listed above, and it is non-transferable to a different school year. If the school year above is not the school year you intend to apply for, please click "Cancel", then change the Application Year at the top right of the Dashboard next to your name.' Below this is a blue box with a 'Please Note' message: 'Please Note: If you have missed your school's application deadline, please confirm required next steps with the school. If you are unable to change the application year, you may have missed the application deadline and will need to communicate with the school on how to proceed.' At the bottom right of the blue box are 'Save' and 'Cancel' buttons.

- **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://sssynais.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 Family Portal, you'll see two "save" buttons. If you press "Save & Exit," you will leave the Family Portal. 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: 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 PFS 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 blue icon help tips inline as you move through the application. Hover your cursor over these blue icons for more information.

The screenshot shows the 'Family Income' section, specifically '6. Basic Tax Information'. It contains several questions and input fields. A blue help icon (a circle with a question mark) is highlighted next to question 6a: 'What was/will be your income tax filing status for 2017?'. The input field for this question shows 'Single'. Other questions include 6b (federal income tax exemptions), 6c (Schedule A), and 6d (total federal income taxes). The input field for 6d shows '8,328'. At the bottom right, there are 'Cancel', 'Save & Exit', and 'Save & Next' buttons.



## STEP 2: 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 2018 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 who 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 only applying for aid at non-SSS subscriber schools.
- **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**

- **2018 Tax Return:** It is preferred, but not required, that you have completed your 2018 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).



## STEP 2: COMPLETE YOUR PFS

- **Itemized Deductions:** If you file 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 file a Schedule A, enter the total from both forms.
- **Federal Tax Paid:** Enter the total federal tax paid in 2018 (line 63 minus line 57 on IRS Form 1040, line 28 on IRS Form 1040A or line 11 on IRS Form 1040EZ). Self employment tax in line 57 of the 1040 is reported elsewhere on the PFS. 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 for federal income tax.
- **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 2017. Enter the actual amount if your 2017 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 W2 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 2018 and 2019 (estimated). Do not include value of your income-generating assets here.
- **Alimony:** Enter the total amount of alimony received in 2018 and 2019 (estimated). Do not include child support.
- **Adjustments to Income:** Enter the total amount of adjustments (line 36 on IRS Form 1040) reported for 2018 and 2019 (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 2018 and 2019 (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. Enter zero if no other value applies.

### **Total Nontaxable Income**

- **Child Support:** Enter the total amount of child support you receive for all your children, not just those applying for financial aid, in 2018 and 2019 (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 2018 and 2019 (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 2018 and 2019 (estimated) and whether or not 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 taxes.



## STEP 2: COMPLETE YOUR PFS

- **Student Applicant Assets:** Enter the total value of each student applicant's assets, if any, and itemize them. 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.

### 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 (include 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, annual payments on it, and its purpose. If you're unsure how to estimate your home's current market value, consider using an online resource like [www.zillow.com](http://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 a 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 additional property 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 vehicle, 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 your 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, 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 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 fails, 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/loans, debts for routine home repairs, school expenses for children, travel expenses, or debts from 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 on the PFS.





## STEP 2: COMPLETE YOUR PFS

### Family Expenses

#### ***Educational Expenses***

- **Children You Support:** Enter the total number of children for whom you will be providing support for in 2019. Include both student applicants applying for financial 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 operated by an institution, business, or agency.
- **Education Expenses:** Enter the educational and childcare costs for EACH of your children for 2018 and 2019 (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 2018-19 academic year from each source for the education expenses listed above and how much you will pay for the 2019-20 academic year. If you are unsure which school your child/children will attend and how much it will cost for tuition, enter your best estimate based on your preferred school. Sources include financial aid, parent/guardian, student assets/earnings, loans, friends/relatives, trust funds, and other.
- **What You Can Pay:** Estimate what you can pay towards 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 how much the family feels they can pay for tuition.

#### ***Other Expenses***

- **Non-Reimbursable Medical/Dental Expenses:** Enter the total amount paid for uninsured medical and dental expenses in 2018 and 2019 (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 and your spouse's employer(s).
- **Unusual Expenses:** Enter and explain the total amount paid for unanticipated, non-typical or emergency expenses in 2018 and 2019 (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, or routine home repair expenses.
- **Cost of Club Dues:** Enter the 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 and lessons for your children in 2018. Include academic, sports, music, summer day or overnight camps, tutors, test preparation, and academic enrichment programs. Itemize these expenses.
- **Cost of Vacations:** Enter the total cost of all individual and family vacations taken in 2018.



## STEP 2: COMPLETE YOUR PFS

### Tip for Business and Farm Owners:

Use the [SSS Tax Primer for Self-Employed Parents](#) for specific guidance on where to find the business or farm tax information you need to report on your PFS.

### Business and 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 business(es)/farm(s) 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 2018 and 2019 (estimated). You may also be required to provide additional documents, such as:
  - ✓ Schedule C or F
  - ✓ Schedule E \*Schedule E business owners must answer "Yes" to PFS question 7 for "Other Taxable Income," and report amount on 7q.
  - ✓ Schedule K-1
  - ✓ Form 1065
  - ✓ Form 1120S

#### 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 2018 and 2019 (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-Employed Tax Paid:** Enter the amount paid for self-employment taxes for each business or farm you own for 2018 and 2019 (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 amount of the business debts or liabilities as of the date you complete the PFS. Do NOT include any of your personal debts or liabilities.

### 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

## \*DO NOT MAIL TO SSS

This worksheet is intended only to assist you with completing the online Parents' Financial Statement to apply for financial aid for the academic year 2019-2020. THIS IS NOT THE ACTUAL PFS. **Do not send this worksheet to SSS. The PFS application is only available online in the SSS Family Portal—<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 (mm/dd/yyyy) \_\_\_\_\_ 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 (mm/dd/yyyy) \_\_\_\_\_ Gender *M F*  
Email \_\_\_\_\_  
Phone \_\_\_\_\_ *Home Work Cell*  
Employer \_\_\_\_\_ Years with Employer \_\_\_\_\_  
Occupation \_\_\_\_\_  
If Parent/Guardian A has more than one job, explain: \_\_\_\_\_

# PARENTS' FINANCIAL STATEMENT WORKSHEET

## \*DO NOT MAIL TO SSS

### Other Parent

If the applicant(s) has another 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 for financial aid. Enter names exactly as they appear on tax/official forms.

#### Applicant A

First Name \_\_\_\_\_ Middle Name \_\_\_\_\_ Last Name \_\_\_\_\_

Birthdate (mm/dd/yyyy) \_\_\_\_\_ Gender M F Last Four Digits of Social Security Number \_\_\_\_\_

Current Grade \_\_\_\_\_ Current School \_\_\_\_\_ Grade entering Fall 2018 \_\_\_\_\_

Applicant lives with: Parent/Guardian A & B Parent/Guardian A Parent/Guardian B Other (identify) \_\_\_\_\_

#### Applicant B

First Name \_\_\_\_\_ Middle Name \_\_\_\_\_ Last Name \_\_\_\_\_

Birthdate (mm/dd/yyyy) \_\_\_\_\_ Gender M F Last Four Digits of Social Security Number \_\_\_\_\_

Current Grade \_\_\_\_\_ Current School \_\_\_\_\_ Grade entering Fall 2018 \_\_\_\_\_

Applicant lives with: Parent/Guardian A & B Parent/Guardian A Parent/Guardian B Other (identify) \_\_\_\_\_

#### Applicant C

First Name \_\_\_\_\_ Middle Name \_\_\_\_\_ Last Name \_\_\_\_\_

Birthdate (mm/dd/yyyy) \_\_\_\_\_ Gender M F Last Four Digits of Social Security Number \_\_\_\_\_

Current Grade \_\_\_\_\_ Current School \_\_\_\_\_ Grade entering Fall 2018 \_\_\_\_\_

Applicant lives with: Parent/Guardian A & B Parent/Guardian A Parent/Guardian B Other (identify) \_\_\_\_\_

### Non-Applicant 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

## \*DO NOT MAIL TO SSS

### Non-Applicant Dependent 1

Full Name \_\_\_\_\_ Birthdate (mm/dd/yyyy) \_\_\_\_\_

Gender *M F* Current Grade \_\_\_\_\_ Current School \_\_\_\_\_

### Non-Applicant Dependent 2

Full Name \_\_\_\_\_ Birthdate (mm/dd/yyyy) \_\_\_\_\_

Gender *M F* Current Grade \_\_\_\_\_ Current School \_\_\_\_\_

### Non-Applicant Dependent 3

Full Name \_\_\_\_\_ Birthdate (mm/dd/yyyy) \_\_\_\_\_

Gender *M F* Current Grade \_\_\_\_\_ Current School \_\_\_\_\_

## SCHOOL SELECTION

*For each applicant, identify the SSS subscriber schools to which 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 (if known)	School Name	State	At this school, the student will be... Day or Boarding? New or Returning?

# PARENTS' FINANCIAL STATEMENT WORKSHEET

## \*DO NOT MAIL TO SSS

### FAMILY INCOME

#### Basic Tax Information

Have you completed your 2018 Tax Return?    Yes    No (use estimated)

Income tax filing status for 2018:    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 2018? \_\_\_\_\_

If you filed or will file an IRS Schedule A, what did you or will you report as your total itemized deductions? Refer to IRS Form 1040 (line 63 minus line 57), Form 1040A (line 39) or Form 1040EZ (line 10) \_\_\_\_\_

What did you or will you pay in total federal taxes in 2018? Refer to IRS Form 1040 (line 63 minus 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.

	2018	2019 (estimated)
Salary and wages for Parent/Guardian A	\$	\$
Salary 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.

	2018	2019 (estimated)
Total interest income	\$	\$
Total dividends	\$	\$

##### Alimony

	2018	2019 (estimated)
Alimony received (do not include child support)	\$	\$

# PARENTS' FINANCIAL STATEMENT WORKSHEET

## \*DO NOT MAIL TO SSS

### Adjustments to Income

	2018	2019 (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.

**Note:** If you are a part of a Partnership or S-Corporation, you will need to complete section 7, Other Taxable Income (7q).

	2018	2019 (estimated)
Total other taxable income	\$	\$

### Total Nontaxable Income

#### Child Support

	2018	2019 (estimated)
Child support received for ALL children	\$	\$

#### Social Security Benefits

	2018	2019 (estimated)
Social Security benefits received by all members of your household	\$	\$

# PARENTS' FINANCIAL STATEMENT WORKSHEET

## \*DO NOT MAIL TO SSS

### 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, 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.

	2018	2019 (estimated)
Total other nontaxable income	\$	\$

### Student Income

#### Student Income

	Applicant Filed 2018 Federal Tax Return?	2018	2019 (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, or value of personal property held on behalf of the student.

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



# PARENTS' FINANCIAL STATEMENT WORKSHEET

## \*DO NOT MAIL TO SSS

### FAMILY ASSETS AND DEBTS

#### Real Estate

	2018	2019 (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 current 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 2nd mortgage or home equity loan, provide the following information:

Unpaid Principal on 2nd Mortgage	Annual Payments on 2nd Mortgage	Describe the purpose of the 2nd mortgage or equity loan:
\$	\$	

# PARENTS' FINANCIAL STATEMENT WORKSHEET

## \*DO NOT MAIL TO SSS

**Other Real Estate:** If you own property other than your primary home, provide the following information for each property. If a property is used as a rental (Schedule E), report the income (loss) on question 7q of the Other Taxable Income section. If you have a Schedule E and manage the rental property as a business, you will include the income/loss in Questions 16 and 17 of the Business/Farm Section of the PFS.

<b>Property 1</b>			
Address		Purpose/Use of Property	
		<input type="checkbox"/> Additional family income <input type="checkbox"/> Rental Income <input type="checkbox"/> Vacation home/timeshare <input type="checkbox"/> Vacant land <input type="checkbox"/> Other: _____	
Purchase Price	Present Market Value	Unpaid Principal on 1st Mortgage	Annual Total Payments on 1st Mortgage
\$	\$	\$	\$

<b>Property 2</b>			
Address		Purpose/Use of Property	
		<input type="checkbox"/> Additional family income <input type="checkbox"/> Rental Income <input type="checkbox"/> Vacation home/timeshare <input type="checkbox"/> Vacant land <input type="checkbox"/> Other: _____	
Purchase Price	Present Market Value	Unpaid Principal on 1st Mortgage	Annual Total Payments on 1st Mortgage
\$	\$	\$	\$

<b>Property 3</b>			
Address		Purpose/Use of Property	
		<input type="checkbox"/> Additional family income <input type="checkbox"/> Rental Income <input type="checkbox"/> Vacation home/timeshare <input type="checkbox"/> Vacant land <input type="checkbox"/> Other: _____	
Purchase Price	Present Market Value	Unpaid Principal on 1st Mortgage	Annual Total Payments on 1st Mortgage
\$	\$	\$	\$

# PARENTS' FINANCIAL STATEMENT WORKSHEET

## \*DO NOT MAIL TO SSS

### Vehicles

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

<b>Vehicle 1</b>			
<b>Type</b>	<b>Make</b>	<b>Model</b>	<b>Year</b>
car    boat    recreational vehicle			
<b>Ownership Status</b>	<b>Current Debt</b>	<b>Annual Lease Cost</b>	<b>Notes</b>
own    lease    employer/business provided	\$	\$	

<b>Vehicle 2</b>			
<b>Type</b>	<b>Make</b>	<b>Model</b>	<b>Year</b>
car    boat    recreational vehicle			
<b>Ownership Status</b>	<b>Current Debt</b>	<b>Annual Lease Cost</b>	<b>Notes</b>
own    lease    employer/business provided	\$	\$	

<b>Vehicle 3</b>			
<b>Type</b>	<b>Make</b>	<b>Model</b>	<b>Year</b>
car    boat    recreational vehicle			
<b>Ownership Status</b>	<b>Current Debt</b>	<b>Annual Lease Cost</b>	<b>Notes</b>
own    lease    employer/business provided	\$	\$	

### Other Assets & Debts

#### Bank Accounts

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

\$ \_\_\_\_\_

#### Investments

Total net value of all investments (*stocks, bonds, mutual funds, and case value of whole life insurance policies owned by the Parents/Guardians*):

\$ \_\_\_\_\_

# PARENTS' FINANCIAL STATEMENT WORKSHEET

## \*DO NOT MAIL TO SSS

### Retirement Plans

Is there a retirement plan for Parent/Guardian A?      Yes      No

Is there a retirement plan for Parent/Guardian B?      Yes      No

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

### Debts

Total outstanding debt (include past parent education debt, legal expenses, etc.):      \$ \_\_\_\_\_

### Consumer Debt

Total consumer debts (include balances from all credit card purchases not reported elsewhere):      \$ \_\_\_\_\_

## FAMILY EXPENSES

information provided in this section helps schools better assess your full obligation to pay tuition for 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 + non-applicant dependents) are/will be receiving support from you in 2019? \_\_\_\_\_

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

#### List all of the tuition contributions you made and received in 2018-19:

- How much money did you contribute from your own earnings or assets (including loans)?      \$ \_\_\_\_\_
- How much did you contribute from the applicant's earnings or assets?      \$ \_\_\_\_\_
- How much did you receive from friends, relatives, trust funds, or other sources?      \$ \_\_\_\_\_

From all combined sources except financial aid, your 2018-19 tuition contribution was (add the above bullet-point amounts):      \$ \_\_\_\_\_

What is the estimated full cost of tuition for this applicant for the academic year 2018-19?      \$ \_\_\_\_\_

How much financial aid did you receive?      \$ \_\_\_\_\_

# PARENTS' FINANCIAL STATEMENT WORKSHEET

## \*DO NOT MAIL TO SSS

List all the tuition contributions you plan to make and receive in 2019-20:

- How much money will you contribute from your own earnings or assets (*including loans*)? \$ \_\_\_\_\_
- How much will you contribute from the applicant's earnings or assets? \$ \_\_\_\_\_
- How much will you receive from friends, relatives, trust funds, or other sources? \$ \_\_\_\_\_

From all combined sources except financial aid, your 2019-20 tuition contribution will be  
(*add the above bullet-point amounts*): \$ \_\_\_\_\_

What is the estimated full cost of tuition for this applicant for the academic year 2019-20? \$ \_\_\_\_\_

### Other Expenses

#### Medical/Dental

	2018	2019 (estimated)
Total medical/dental expenses not reimbursed by insurance companies	\$ _____	\$ _____
Total paid for medical/dental insurance premiums	\$ _____	\$ _____

#### Additional Expenses

	2018	2019 (estimated)
Total unusual expenses ( <i>major, unanticipated costs for non-routine situations</i> )	\$ _____	\$ _____
Itemize unusual expenses:		
Total annual club fees/dues that cost more than \$250/year paid in 2018	\$ _____	
Itemize annual club fees/dues:		
Total amount paid for camps and lessons in 2018	\$ _____	
Itemize camps and lessons:		
Total amount paid for vacations in 2018 for all members of your household	\$ _____	

# PARENTS' FINANCIAL STATEMENT WORKSHEET

## \*DO NOT MAIL TO SSS

### BUSINESS/FARM

This information is only asked of families who report being a sole proprietor of or a 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 information.

#### 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 \_\_\_\_\_

Description of service or product \_\_\_\_\_

#### Business Income

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

**Note:** If you are a part of a Partnership or S-Corporation, you will need to complete section 7, Other Taxable Income (7q).

	2018	2019 (estimated)
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 for each business or farm you own.

	2018	2019 (estimated)
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

## \*DO NOT MAIL TO SSS

### *Business Assets and Debts*

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

#### **Business and/or Farm Assets**

	2018	2019 (estimated)
Current business/farm assets minus amounts reserved for bad debts	\$	\$
Land and buildings ( <i>present market value</i> )	\$	\$
Case reserve for depreciation	\$	\$
Other capital assets of the business/farm	\$	\$
Accounts receivable	\$	\$
Other business/farm assets	\$	\$

#### **Business and/or Farm Debts**

	2018	2019 (estimated)
Mortgage on land and buildings	\$	\$
Debts on equipment and machinery	\$	\$
Other business or farm debts	\$	\$

## OTHER INFORMATION

*The final section of the PFS is Other Considerations. Use this available text box to provide any other information, explanation, or details you believe is pertinent to your family's situation when considering your request for financial aid.*



## STEP 2: COMPLETE YOUR PFS

### *Tips for Avoiding 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's "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" and "non-applicant 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, otherwise leave it blank. 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, you must include your required documents cover sheet, which you can print from the "My Documents" tab in the Family Portal. This allows us to match your documents to your application.
- ⑩ Mail documents 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 2: COMPLETE YOUR PFS

### Frequently Asked Questions

<b>What is School and Student Services (SSS)?</b>	SSS is a financial aid services provider. Many private schools use SSS to help them assess a family's ability to pay for 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.
<b>What is the Parents' Financial Statement (PFS)?</b>	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. SSS analyzes 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 select on your PFS. Schools use the 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.
<b>Is my information safe?</b>	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.
<b>How long does it take SSS to send my results to schools?</b>	Schools receive immediate notification when your PFS has been submitted.
<b>How much does it cost to submit a PFS?</b>	The cost to submit a Parents' Financial Statement (PFS) online for Academic Year 2019-20 is \$51.00.
<b>Can I withdraw my PFS after I submit it?</b>	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).
<b>Are there any other forms I must complete?</b>	Many schools require that you submit tax forms and other documents in addition to your PFS. Check with each school to which you are applying to see what is required, by what deadline, and how to provide them. This information is often listed on a school's website, so you may want to look there before calling the school.
<b>How can I submit tax forms if I haven't completed them yet?</b>	Schools realize that tax forms are not available until January or later and usually set their requirements accordingly. Be aware of each school's specific requirements. For example, a school may ask you to submit a 2017 tax document and then later submit a 2018 tax return. Or, a school may set a later deadline for the submission of the 2018 tax return.
<b>How do I know if SSS has received my mailed-in documents?</b>	You can track receipt and processing of your mailed-in documents by logging into your Family Portal account ( <a href="https://sssbynais.force.com/familyportal">https://sssbynais.force.com/familyportal</a> ). Go to your "My Documents" tab. Please allow 10 business days for your documents to be received and processed.
<b>What if I am not the parent of the applicant?</b>	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 2: COMPLETE YOUR PFS

### Frequently Asked Questions

<b>What if I am divorced?</b>	SSS considers divorced parents living apart to be separated households, and as such, each parent should complete a separate PFS.
<b>What if I have more than one child?</b>	Using the Family Portal, you can enter application information for all your children who are applying for financial aid using a single application. Do not complete a separate PFS for each child.
<b>What if I do not know the exact amount in response to a question?</b>	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 words such as “none,” “unknown,” or “N/A.” If you estimate for any question that your 2019 estimates will differ by \$5,000 or more from your 2018 amounts, please be sure to itemize.
<b>If I applied last year, do I have to fill out another PFS?</b>	Yes, you should file a new PFS for every year that you apply for financial aid. Use your same Family Portal login and password from the prior year. You will be able to transfer some information from the previous year’s application to speed up the process.
<b>Where can I get help?</b>	Call (800) 344-8328, email <a href="mailto:sss@communitybrands.com">sss@communitybrands.com</a> , or utilize the Chat feature in the Family Portal. From outside the U.S. or Canada, dial (952) 967-9922. Contact the school directly if your question involves their requirements or awards.
<b>What is Consumer Debt and how is it used in the calculation?</b>	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 use the “Other Considerations” section to specify the main types of purchases that these cards were used for.
<b>What should I include as “Unusual Expenses?”</b>	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.
<b>How do I compress files that are too large to upload?</b>	Some scanners create very large PDF files, and the maximum file size that can be uploaded to the Family Portal is 10MB. Fortunately, there are a number of free software tools available to compress these into smaller files. Google “compress PDF” for a variety of easy to use options.



## STEP 3: PAY FOR & 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. \$51.00, 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 your full payment is received.

### ***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

Once you have successfully submitted and paid for your PFS, you will receive an email confirmation from SSS.

Your information will be immediately available to the school(s) you are applying to for financial aid.

Once submitted, your PFS cannot be withdrawn and your fee cannot be refunded.



## STEP 4: MANAGE DOCUMENTS

### *Submitting Required Documents Online*

The Family Portal's upload document feature is secure and easy for families to use. After paying for and submitting your PFS, you will see a tab in the portal called "My Documents." In this section, you will be able to see what documents have been received and processed by SSS *and* those still outstanding.

- Prepare your documents to be uploaded. Make sure the documents are on your computer and each specific form is saved as a separate file. Remove any security or password protection from your document files. You may blacken out your Social Security Number(s).
- Return to the Family Portal and log into your account.
- Select the Academic Year 2019-20 button.
- Open the "My Documents" tab on the Dashboard.
- On "My Documents," use the Upload button or hyperlink associated with the specific document name in the "Required Documents" section. Clicking the Upload button or hyperlink leads you through the steps to locate, select, and confirm your file to upload.
- Click "Submit" to complete your file upload. After you do, the date will appear in the "Date Uploaded" column within minutes of the upload. Repeat this process until all required documents are submitted by their deadlines.

### *Mailing Required Documents to SSS*

If you prefer to submit required documents by mail, you must print your **Cover Sheet** from the "My Documents" tab and include it with your documents to the address provided on the sheet. Send documents at least 10 days before their deadlines to allow for processing.

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

**Remember:** *Some schools may ask you to submit required documents directly to the school rather than through SSS. Check each school's website and be sure to find out from them exactly what to send, where, and by when!*

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### **For Assistance:**

Contact the SSS Parent Support Team

Call (800) 344-8328 | Email [sss@communitybrands.com](mailto:sss@communitybrands.com)

From outside of the US or Canada dial (952) 967-9922.