



Dear Parent/Guardian:

The online application will be accessible through your student's(s') school website. Once you select the link on the school's website you will be taken to a landing page with specific instructions. Registration is required in order to begin the application process, if you did not apply (with an email address) with us last year. A link to the registration page is located on the bottom of the school-specific landing page. Once you have completed the registration process or log on to your previously created account, you will begin the application entry process.

Below is a sample of what you will see:

First Step: Gather the documents you will need. These documents include the following:

- » You and your spouse's (if applicable) social security numbers.
- » A complete copy of your **2015** federal 1040, 1040A, or 1040EZ form, including all schedules and worksheets and copies of all **2015** W2 and/or 1099 forms for all adults living in the household.
- » If you have not filed a **2015** IRS form 1040, please submit your **2014** Form 1040, 1040A or 1040EZ (as filed with the IRS, Including all Schedules) **2015** W-2 forms, **2015** 1099, 1099R or 1098 forms for any wage earning adult residing with the applicants. If you are self-employed or own a business, rental property, and /or farm you will need to provide an estimate of this income for **2015**. If this application is submitted after April 15, 2016, you must provide a copy of the **2015** extension for Filing Request, as approved by the IRS and a copy of your last filed tax return.
- » Your Social Services Year End Statement (AFDC, ADC, TANF) and/or Food Stamp Year End Statement and/or your Social Security Year End Benefits Statement(s) for ALL adults living in the household receiving benefits in **2015**.
- » Information about child support payments or child support received.
- » Information about the value and amount still owed on your home.
- » Information about the value and amount still owed on any real estate investments.
- » Information about the value of any savings or investment accounts.

Second Step: Register for an account.

- » Click the New User Registration button (1) to begin creating your account or log on by entering your email address and password you used last year.

Log On Español

Please enter your user name and password. [Don't have an account?](#)

Email Address

Password

Remember Me

1

Registering for an account allows you to complete and pay for applications online. You can view the status of all of your applications, including the ones you mailed in!

General Info
Terms of Use
Privacy Statement

» Create your account.

The screenshot shows a registration form with the following fields: Email*, Verify Email*, First Name*, Middle Initial, Last Name*, Social Security Number*, Birthday* (with a date picker), Home/Primary Phone*, Work Phone, Cell/Other Phone, Street Address*, Apartment Number, Zip*, City*, State* (dropdown), and Which phone would you prefer us to use to contact you?* (dropdown). At the bottom, there are fields for New Password* and Confirm Password*, a 'Save' button, and a link for helpdesk@psas.org or 440-892-4272.

As you progress through the application, if you have questions, simply click on the **?** icon beside the question for a more detailed description of what is required. Do not leave any question blank. If a question does not apply to you, enter 0 or a similar answer.

Third Step: Verify the information that you entered.

» As you progress through the application, please review each page before moving on to the next. Feel free to print or take screen shots of each page as you complete it for your records.

Fourth Step: Selecting your school.

» Under the student section click on “Select a school or camp” **(1)**. If your school is not listed as a nearby school, click on “Search for a different school” **(2)**. In the pop up box that appears, type in partial school information as shown to search for your school **(3)**. Select the school by clicking on it.

The screenshot shows a table for adding dependent children. The first row has fields for First Name* (Test), Middle Initial, Last Name* (Child), Birthday* (01/01/2000), and Relation to Account Holder* (Child). A green button 'Add Another School/Camp' is to the right. Below the table, a dropdown menu 'School/Camp*' is open, showing 'RECENTLY SELECTED SCHOOLS' and 'NEARBY SCHOOLS' with sample school names and addresses. A search bar at the bottom of the dropdown says 'SEARCH FOR A DIFFERENT SCHOOL/CAMP' with a magnifying glass icon. A red 'Delete' button is also visible.



Select a School or Camp x

Search for a PSAS contracted school or camp using any of the options below

Partial School or Camp Name
OR
Partial School or Camp City
AND
School or Camp State
Q

2040 Sample School 1
 909 Canterbury Road Suite P Anytown MD

2041 Sample School 2
 1234 Main Street Anytown MD

If you couldn't find your school or camp above enter it here

School or Camp Name
 School or Camp City
 School or Camp State
Save

Fifth Step: Submit the fee for processing your application.

» Payments via VISA, Mastercard, Discover, American Express, or ACH (electronic funds transfer) are accepted. All payment transactions are protected through the use of a secure server. *Payment by check or electronic funds transfer (ACH) is your express authorization that if the payment is returned unpaid for any reason you consent to have your bank account electronically debited twice by PSAS or a third party collection agent. One debit will recover the item amount and the second debit will be the charge for applicable returned check and collection fees as allowed by law.*

Sixth Step: Submit your application to PSAS for review by our staff.

- » **You must then submit the following required documentation via upload, fax or mail to complete the application process:**
1. A complete photocopy of your signed **2015** federal 1040, 1040A, or 1040EZ form, including all schedules and worksheets and copies of all **2015** W2 and/or 1099 forms for ALL adults living in the household.
 2. Photocopies of your Social Services Year End Statement (AFDC, ADC, TANF) and/or photocopies of your Food Stamps Year End Statement and/or photocopies of your Social Security Year End Benefits Statement(s) for ALL adults living in the household receiving benefits in **2015**.

Submitting Your Documents

- » You can submit your documents in **1** of 3 ways:
1. Upload to PSAS - You will have the opportunity to upload your documents at the end of your application and anytime after by logging back into your account.
 2. Fax to PSAS - You can fax your documents to PSAS at (440) 892-8137 or (440) 892-7727.
 3. Mail to PSAS - You can mail your documents to PSAS at:

Private School Aid Service
Online Application Department
 909 Canterbury Road, Suite P
 Westlake, OH 44145

Final Step: Begin your application

» Click the **“Click Here”** button on the bottom of the landing page to begin your application.