

USING THE ONLINE APPLICATION
Archdiocese of Baltimore-Partners in Excellence (bpie)
Cardinal Gibbons

Step One involves gathering the documents that you 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 2008 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 2008 W-2 Wage and Tax Statement Forms, all 2008 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 your 2008** Federal Income Tax Return, provide a complete copy of your 2007 Federal Income Tax Return Form 1040, 1040A, or 1040EZ (as filed with the IRS), along with all 2008 W-2 Forms and 1099 Forms. If you are applying after April 15, 2009, please provide a copy of the 2008 IRS Extension for Filing.
- If you own a business, you will also be required to provide 2008 Business Income Estimates for each business.
- Documentation of TOTAL AMOUNTS received in 2008 for all Non-Taxable Income (welfare, food stamps, Social Security, housing assistance, unemployment, Workers' Compensation, etc.).
- Provide the value and amount still owed on your home.
- Provide the value and amount still owed on any investments, including real estate.

Step Two is to go to our website and fill out the application.

- Go to the website – www.psas.org
- Click on the **Online Application Menu** button.
- Click the **Begin Your Application** button.
- Go to **New User** for the 2010-2011 academic year.
- Complete the **New User** section and click **next**.
- Enter the **School Authorization Code (bpie) bpie** that your school has given you and click **next**.
- Read the **Overview** screen and click **next**.
- You can now begin to complete the application.

Note: Each time you hit *next* on the screen, the application saves the information on that screen. You will not be able to go back to edit previous pages.

Step Three is to submit the Application Fee for your application. This must be completed online with a Debit or Credit Card.

- 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.

Step Four is to submit your application to PSAS for review by our staff.

- Print the **Online Certification Statement** and sign it.
- Mail the completed Online Certification Statement along with a complete photocopy of your 2008 Federal Income Tax Return Form 1040, 1040A or 1040EZ, including all schedules and worksheets and copies of all 2008 W-2 and/or 1099 Forms for ALL adults living in the household. If you have not yet filed your 2008 Federal Income Tax Return, review the instructions in **Step Two** above.
- Mail 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 individuals living in the household receiving benefits in 2008.

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.