

SMART AID PAPER APPLICATION INSTRUCTIONS

Application Deadline for first award: 12/21/16 - Awards will begin in January continue bi-monthly until funds are exhausted

Documents to be gathered:

- **2015 - W2 for all jobs**
- **Tax Return Forms: 1040**
- **Household Expenses Documentation:**

Please have the following information handy when filling out the application:

- Monthly rent (when applicable)
- Annual Renter's insurance (when applicable)
- Annual energy expenses (electricity; gas,oil,coal; water,sewage)
- Mortgage information (monthly payment, total still owed, market value)
- Property tax (if not included in tax returns)
- Rental income and expenses

Section 1

A - Personal Information – regarding family and guardians **living in the same household** as the student

B – Student information

Only available for three students – if there are more children in the family, use online application or make copy of page 1 of the application and fill out information only on the children

Item 6 – Inform student's grade for the year in which you will be using the aid

Item 7 – School code – 5-digit code provided by SMART AID for each school, specifically for the aid process – Parents should receive this by email from school.

Item 9 – Tuition amount provided by school

Item 10 – Student code is the PARISH CODE (see next page)

Section 3

K – Donations – Optional

Section 4

All optional items in Section 4 will be considered, if provided

N – Assets & Debt – Optional

O – Assets & Debts – Recreation Vehicles/Boats - Optional

P – Assets - Current – Optional

Q – Miscellaneous Debt – Optional

Section 5 – Should be completed.

PARISH CODES – for Item 10 on Section 1

	Parish
1001	Holy Trinity
1004	ABVM
1013	St. Michael Coop
1016	St. Stephen Parish
1022	St. Pat GH
1023	St. Andrew
1024	St. Adalbert
1025	BS
1027	Holy Spirit
1028	IHM
1030	Our Lady Sorrows
1031	Sacred Heart
1032	St. Alphonsus
1033	St. Anthony
1034	St. Francis X GR
1035	St. Isidore
1036	St. James GR
1037	St. Joseph Worker GR
1038	St. Jude
1040	St. Paul
1042	St. Thomas
1045	St. Charles
1047	St. Margaret Harvard
1049	Our Lady Lake St. Francis DeSales
1050	Holland
1053	SS Peter & Paul Ionia
1061	St. Simon Ludington
1068	Our Lady Grace Musk
1069	Francis desales Musk
1070	St. Jean Baptiste Musk
1072	St. Mary Musk
1073	St. Michael Musk
1074	Sacred Heart Musk
1082	St. Pat Portland
1091	St. Jerome Scottville
1094	St. Mary SL
1100	Holy Name
1103	SJV