This worksheet provides a step by step instruction guide for the Parent portion of the FAAST application including detailed explanations of the application questions, Frequently Asked Questions and a checklist of helpful data to have available while filling out the application.

Yale Law School requires parental data for any student applicant under age 29 who is seeking need based aid. In the case of parents who are divorced or not presently married, the student designates a “custodial” vs. “non-custodial” parent (a definition of those terms is provided in the Frequently Asked Question section of this Worksheet) and each parent is issued a separate system access PIN, establishes their own secure password log in and submits their own confidential FAAST application.

Note that this worksheet is based on all the potential Parent questions in the FAAST system. However, not all of the questions listed on the worksheet will appear for you to actually complete. FAAST uses your initial responses to questions to then determine what follow up questions are required and, as such, minimizes the number of questions you must actually complete. The goal of FAAST is to have you complete a nominal amount of questions specific to your individual financial situation while at the same time providing Yale Law School with sufficient information to perform an equitable financial need analysis of the student applicant.

Many of the questions will require a mandatory response before proceeding in the application. In the case of mandatory questions that required a numeric response, enter 0 (or $0) if the question is not applicable to your circumstance.

We encourage applicant parents to review this worksheet prior to beginning the FAAST application and also to keep the worksheet accessible while actually completing the FAAST application. You are also encouraged to reach out to YLS Financial Aid through our designated FAAST email (FAAST.law@yale.edu) with any questions on the application.
Q – How long does it take to fill out the application? FAAST is meant to personalize the aid application experience, required questions are generated on the basis of your own responses to prior questions. As such the experience of completing FAAST will never be the same for any two applicants. FAAST is designed to be as simple and efficient as possible for applicants while still yielding YLS with necessary data to making an equitable aid award.

Q - Can I begin an application now and return later? Yes. FAAST automatically saves any data that you input so that you can begin an application, log out and return to where you left off. The status bar tracks both where you are in the application process and what remains to be completed with the parent application record.

Q – How do parent(s) access FAAST and how will my application link to my student’s application? Once a student has submitted their portion of FAAST, they receive a confirmation email which also includes a PIN number that their parent(s) can use to log into the FAAST system. This PIN number automatically links the student application record with the parent application record. You will also be asked to establish your own parent username and password to access the system.

### 2019-2020 Parent Information Worksheet

**Parent 2 Age as of 12/31/2019**
Enter the age that Parent 2 will be on 12/31/2019

**Street Address**
Enter the street address for the parent’s permanent residence/home.

**City**
Enter the city for the parent’s permanent residence/home.

**State**
Select the state/province/territory of residence from the drop down list. If no corresponding entry is on the list choose "NA" (None of the Above).

**Zip Code**
Enter the parent’s permanent residence/home Postal Service Zip Code.

**Territory/Country**
For non-U.S. addresses enter the name of the parent’s permanent residence/home territory and/or country.

**Area Code and Phone Number**
Enter the area code and phone number where the parent(s) could be reached if there are questions on the application. Note YLS never contacts parents without student/applicant’s permission.

**Email Address**
Enter the parent’s E-mail address. Example: name@domain.com

**State of Legal Residence**
Select the state/province/territory from the drop down list. If no corresponding entry is on the list choose "NA" (None of the Above).

**Occupation of Parent 1**
Describe Parent 1’s present occupation/job title.

**Parent 1 Employer**
Enter the employer of this parent.

**Number of Years Parent 1 with this Employer**
Enter the number of years this parent has been employed by this employer. If employed less than one year, enter 0.

**Number of Years Parent 1**
Enter the number of years this parent has been employed by this employer. If employed less than one year, enter 0.

**Number of Parents in College**
Enter the number of parents in college for 2019-2020.

**Number of Parents in College (excluding parents) in college**
Enter the number of family members (identified above as financially supported by parent(s)) who will be attending college at least halftime or more for the 2019-2020 academic year. Always include the student applicant in this count and do not include parent(s).

**Number of People that the student applicant is financially supported by parent(s)**
Enter the number of people that the student applicant is financially supported by parent(s) including the student applicant, even if the student applicant does not currently support the parents and will continue to get this support between July 1, 2019, and June 30, 2020. “Support” is defined as money, gifts, loans, housing, food, clothes, vehicle, medical and dental care, payment of college costs, etc.

**Examples:**
2 people: one parent (single/divorced/separated/widowed) and student applicant
3 people: 2 married parents and student applicant
4 people: 2 married parents, student applicant, and 1 student sibling.

**What is Spouse/Partner’s present employment status?**
Select the entry which best describes the spouse/partner’s present employment status from the drop down options. If the employment status will change for the 2019-2020 academic year, please provide details in the Parent Special Circumstances section of the application.

1) Employed
2) Unemployed
3) Retired

**Spouse/Partner Employer**
Enter the employer of this parent.

**Number of Years Spouse/Partner with this Employer**
Enter the number of years this parent has been employed by this employer. If employed less than one year, enter 0.

**Parent Employment Information**
What is Parent 1’s present employment status?
Select the entry which best describes Parent 1’s present employment status from the drop down options below. If Parent 1’s employment status will change for the 2019-2020 academic year, please provide details in the Parent Special Circumstances section of the application.

1) Employed
2) Unemployed
3) Retired

**The following questions apply if Parent 1 has indicated that they are presently employed:**

**Occupation of Parent 1**
Describe Parent 1’s present occupation/job title.

**Spouse/Partner Employer**
Enter the employer of this parent.

**Number of Years Spouse/Partner with this Employer**
Enter the number of years this parent has been employed by this employer. If employed less than one year, enter 0.

**The following questions apply if Parent 1 indicated they are married or unmarried living together:**

**What is Spouse/Partner’s present employment status?**
Select the entry which best describes the spouse/partner’s present employment status from the drop down options. If the employment status will change for the 2019-2020 academic year, please provide details in the Parent Special Circumstances section of the application.

1) Employed
2) Unemployed
3) Retired

**Number of Parents in College**
Enter the number of parents who will be attending college half time enrollment or more during the 2019-2020 academic year. If none... enter “0” zero.

**Number of Family members (excluding parents) in College for 2019-2020**
Enter the number of family members (identified above as financially supported by parent(s)) who will be attending college at least halftime or more for the 2019-2020 academic year. Always include the student applicant in this count and do not include parent(s).

**Household Members (excluding student) Detail**
First, indicate the number of household members (including the parent(s) but not the student applicant) who will be financially supported by the parents in 2019-2020. Then for all members in that count indicate:
- Name
- Age
### 2019-2020 Parent Information Worksheet

#### FAQS: Frequently Asked Questions

**Q - I have not filed my income taxes yet. What should I do?**

If you can, try to complete your federal income tax form prior to beginning FAQS. When that is not possible, you may “estimate” your tax return data by using a combination of your prior year’s tax returns and any current year documents (W-2s, 1099’s, interest/dividend statements, etc.) that you have as a resource. Try to be as accurate as possible so that a valid aid award can be made initially which will not have to be revised or changed later in the process. Note that when presented with the question asking you to select the “Source of Following U.S. Tax Figures”, and you have not yet filed your taxes, choose an estimated version of the form you anticipate that you will complete.

**Q - I am not a U.S. citizen and received income from non-U.S. sources. How should I complete the application?**

As a parent who did not file a non-U.S. tax form, you will be asked similar questions about your income and assets without reference to the IRS forms. You should convert any foreign currency into U.S. dollars to complete the application. If your tax year is not equivalent to the U.S. calendar tax year, then provide financial information for the most recently completed tax year.

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**Parent(s)’ Income and Expenses (2018 Tax Year)**

**Responses in the following “Parent’s Income and Expense 2018 Tax Year” section are based on your tax return. If you are a U.S. Citizen use your completed or estimated 2018 U.S. tax return. If you are a non U.S. Citizen use your equivalent national tax return and convert currency to U.S. dollars. For all questions in this section, if the parent is presently married, intends to be married as of 9/1/19 or is not married but is living with the student’s other parent, responses should include joint income information. If the parent is not married, responses should include just the parent’s individual income.**

**If the student discusses the financial aid application with the school’s financial aid officer, do you authorize the officer to disclose your information including financial data to the student?**

1) Yes  
2) No

**Parents who indicate ‘No” will have their application marked as “confidential”**

**Are you a non U.S. Citizen whose income in 2018 came from non U.S. sources?**

1) Yes  
2) No

**Number of Dependents 2018:**

Enter the number of dependents reported on your Form 1040. Include yourself and spouse, if applicable.

**Dividend Income 2018**

Enter the amount of dividend income received from: IRS Form 1040 line 3b

If you will not file an IRS tax form, you are still required to enter the total amount of dividend income you received.

**Other Taxable Income 2018**

Enter the total amount of other taxable income reported on IRS Form 1040 or 1040NR for 2018, line 6. Include alimony received, business and farm income, capital gains, pensions, annuities, rents, unemployment compensation, and social security.

**Earned Income Tax Credit 2018**

Enter the amount of Earned Income Credit for 2018 from: IRS form 1040 line 17a.

**Non Taxable Social Security Benefits 2018**

Enter the amount of untaxed social security benefits (including Supplemental Security Income) received in 2018. Do not include any benefits already included under “Adjusted Gross Income-2018” above. Write in the total for the year, not the monthly amounts. Include any amounts received for children.

**AFDC/TANF 2018**

Enter the total amount of benefits received in 2018 from Aid to Families with Dependent Children or Temporary Assistance for Needy Families. (These are usually called AFDC, ADC, or TANF benefits.) Write in the total for the year, not the monthly amounts. Do not include any social security benefits here.

**Child Support Received – 2018**

Enter the amount of child support received for all children in 2018.

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**Adjusted Gross Income 2018**

Enter 2018 adjusted gross income from:

IRS Form 1040 line 7

**For non U.S. tax filers – adjusted gross income should include wages, salaries, tips, dividend and interest income, other taxable income such as alimony received, business/farm income, capital gains, pensions, annuities, rents, unemployment compensation, retirement income, and all other taxable income. Subtract from income any contributions you made to a retirement plan and any alimony you paid.**

**Standard or Itemized Deductions 2018**

Enter the amount from Form 1040, line 8.

**Parent 1 Earned Income 2018**

Enter the total amount of income that Parent 1 earned from work during the 2018 tax year. Include all wages, salaries, tips and bonuses. Include any self-employment or farm earnings. Enter the amount earned before any taxes are deducted.

**The following question applies to parents who responded that their marital status was “married” or “unmarried but living together”**

**Spouse/Partner Earned Income 2018**

Enter the total amount of income that the spouse/partner earned from work during the 2018 tax year. Include all wages, salaries, tips and bonuses. Include any self-employment or farm earnings. Enter the amount earned before any taxes are deducted.

**Interest Income 2018**

Enter the amount of interest income received from:

IRS Form 1040 line 2b

If you will not file an IRS tax form, you are still required to enter the total amount of interest income you received.
Other Untaxed Income/Benefits 2018
Enter the total amount of untaxed income and benefits received in 2018. Include the following:
- tax-exempt interest income from IRS form 1040—line 2a
- untaxed portions of IRA distributions, pensions, and annuities from IRS Form 1040—lines (4a minus 4b)
- payments to tax-deferred pension and savings plans (paid directly or withheld from earnings). Include untaxed portions of 401(k) and 403(b). (Check your W-2.)
- Housing, food and other living allowances paid to members of the military, clergy and others, including cash payments and cash value of benefits, excluding the value of on-base military housing or the value of a basic military allowance for housing.
- Veterans non-educational benefits, such as Death Pension, Disability, Dependency & Indemnity Compensation (DIC), etc.
- Any other untaxed income and benefits, such as workers’ compensation, disability, etc.

Do not include any of the following:
- Unmatched Social Security Benefits
- Welfare payments, SSI, or food stamps
- Money from student financial aid
- Foreign income exclusion
- Rollover pensions or IRAs
- Any income reported elsewhere in this application.

Medical/Dental Expense 2018
Enter the total amount PAID in 2018 for medical and dental expenses (including insurance premiums). Do not include amounts covered by insurance, your company medical reimbursement account (flexible spending account), or self-employed health deductions from IRS form 1040. If deductions were itemized on the 2018 US income tax return, enter the amount from IRS form 1040, Schedule A, line 1.

Elementary/Junior/High School Tuition 2018
Enter the total amount of private school tuition paid in 2018 for elementary, junior high, and high school for all dependent children. (Direct tuition expenses only — do not include any costs related room, board, books, transportation, etc.)

Number of Children’s Elementary/Junior/High School Tuition Paid 2018
Enter the number of dependent children for whom the tuition amount above was paid in 2018.

Child Support Paid 2018
Enter the amount of child support paid in 2018.

Education Credits Received 2018
Enter the amount of education credits (American Opportunity and Lifetime Learning Credits) you received in 2018, from IRS form 1040 line 17c.

The following questions apply to parents who responded "no" to being a non U.S. Citizen whose income came from non U.S. sources:

Source of the Preceding U.S. Tax Figures 2018
Select the entry corresponding to the source of 2018 tax figures used to complete the preceding questions:
1) Completed IRS Form 1040
2) Estimated IRS Form 1040
3) Tax return will not be filed
4) Completed IRS Form 1040NR
5) Estimated IRS Form 1040NR

U.S. Income tax paid 2018
Enter the amount of U.S. income tax paid from:
IRS Form 1040 line 18.

Do not include any FICA, self-employment, or other taxes. Do not copy the amount of "federal income tax withheld" from a W-2 form.

The following questions apply to parents who responded "yes" to being a non U.S. Citizen whose income came from non U.S. sources:

Source of the Following 2019 U.S. Tax Figures
Select the entry corresponding to the anticipated source of 2019 tax figures to be completed below:
1) Completed IRS Form 1040
2) Estimated IRS Form 1040
3) Tax return will not be filed
4) Completed IRS Form 1040NR
5) Estimated IRS Form 1040NR

What is the present exchange rate of your country’s currency to one U.S. dollar?
Enter the conversion rate on your present currency to one U.S. dollar. For example if 18.34 (Pesos) = 1 $ USD- enter “18.34”.

For reference- you can use the following currency converter: www.google.com/finance/ converter

National Income Tax Paid
Enter the amount of income tax paid to your national government. Do not include any wage taxes or Value added Taxes.

Note responses in this section are for the upcoming 2019 Tax Year and should be based on best estimates. In many cases this data may mirror 2018 tax data already reported but should also factor in any projected changes in income and expenses anticipated for 2019. If there are significant variances between 2018 actual vs. 2019 projected income and expenses, provide an explanation in the Parent Special Circumstances section.

The following question applies to parents who responded “no” to being a non U.S. Citizen whose income came from non U.S. sources:

Parent(s)’ Income and Expenses (Projected 2019 Tax Year)
Number of Dependents 2019
Enter the number of reported on your Form 1040. Include yourself and spouse, if applicable.

Adjusted Gross Income 2019 from IRS form
Enter 2019 adjusted gross income from:
IRS Form 1040 line 7

For non U.S. tax filers – adjusted gross income should include wages, salaries, tips, dividend and interest income, other taxable income such as alimony received, business/farm income, capital gains, pensions, annuities, rents, unemployment compensation, retirement income, and all other taxable income. Subtract from income any contributions you made to a retirement plan and any alimony you paid.

Standard or Itemized Deductions 2019
Enter the amount from Form 1040, 8.

The following question applies to parents who responded “no” to being a non U.S. Citizen whose income came from non U.S. sources:

U.S. Income tax 2019
Enter the amount of U.S. income tax to be paid from:
IRS Form 1040 line 18.

Do not include any FICA, self-employment, or other taxes. Do not copy the amount of “federal income tax withheld” from a W-2 form.

The following question applies to parents who responded “yes” to being a non U.S. Citizen whose income came from non U.S. sources:

National Income Tax 2019
Enter the amount of income tax to be paid to your national government: Do not include any wage taxes or Value Added Taxes.

Parent 1 Earned Income 2019
Enter the total amount of income that Parent 1 earned (or will earn) from work during the 2019 tax year.

Include all wages, salaries, tips and bonuses. Include any self-employment or farm earnings. Enter the amount earned before any taxes are deducted.

The following question applies to parents who responded that their marital status was “married” or “unmarried but living together”

Spouse/Partner Earned Income 2019
Enter the total amount of income that the Spouse/Partner earned (or will earn) from work during the 2019 tax year. Include all wages, salaries, tips and bonuses. Include any self-employment or farm earnings. Enter the amount earned before any taxes are deducted.

Interest Income 2019
Enter the amount of interest income to be received from:
IRS Form 1040 line 10b
If you will not file an IRS tax form, you are still required to enter the total amount of interest income you received.

Dividend Income 2019
Enter the amount of dividend income to be received from:
IRS Form 1040 line 3b
If you will not file an IRS tax form, you are still required to enter the total amount of dividend income you received.

Other Taxable Income 2019
Enter the total amount of other taxable income to be reported on IRS Form 1040 or 1040NR for 2019, line 6. Include alimony received, business and farm income, capital gains, pensions, annuities, rents, unemployment compensation, and social security.

Earned Income Tax Credit 2019
Enter the amount of Earned Income Credit for 2019 from:
IRS form 1040 line 17a

Non Taxable Social Security Benefits 2019
Enter the amount of untaxed social security benefits (including Supple- mental Security Income) to be received in 2019. Do not include benefits already included under “Adjusted Gross Income-2019” above. Write in the total for the year, not the monthly amounts. Include any amounts received for children.
### Income

- Estimated or completed 2018 federal income tax returns or equivalent foreign tax return documents. If 2018 returns have not been filed, use 2017 returns for income estimates.
- 2018 W-2 forms
- Records of untaxed income (i.e., welfare, Social Security, AFDC, or veterans benefits).
- Records of any child support received in calendar year 2018.

### Assets

- Current bank statements (checking and savings accounts).
- Current investment statements (including certificates of deposit, money market funds, mutual funds, stocks, bonds, and other securities).
- Current retirement account statements (including IRA and Keogh accounts, and employer based tax-deferred pension (401(k), 403(b), and 457 plans, etc.).
- Current retirement account statements (including IRA and Keogh accounts, and employer based tax-deferred pension (401(k), 403(b), and 457 plans, etc.).
- Entry the estimated value of pension funds, annuities, traditional and Roth IRA accounts.

### Expenses

- Medical/dental bills that were paid in the 2018 calendar year.
- Tuition bills for elementary/middle/high school for any dependent children.
- Records of any child support paid.
- Records of any educational loan payments on behalf of the parent themselves, the applicant student or any dependent siblings.

#### Medical/Dental Expense 2019
Enter the total amount to be PAID in 2019 for medical and dental expenses (including insurance premiums). Do not include amounts covered by insurance, your company medical reimbursement account (flexible spending account), or self-employed health deductions from IRS form 1040. If deductions were itemized on the 2019 US income tax return, enter the amount from IRS form 1040, Schedule A, line 1.

#### Elementary/Junior/High School Tuition 2019
Enter the total amount of private school tuition to be paid in 2019 for elementary, junior high, and high school for all dependent children. (Direct tuition expenses only – do not include any costs related room, board, books, transportation, etc.)

#### Retirement Accounts Value
Enter the estimated value of the parent(s) retirement account(s), including IRA accounts, Keogh accounts, and employer based tax-deferred pension and savings plans such as 401(k), 403(b), and 457 plans. Include amounts from both traditional and Roth IRA accounts.

### Authorizations and Releases

As the student applicant’s parent(s), by submitting this application do you certify that all the information provided in this application is true and complete to the best of your knowledge and you agree, if asked, to provide information that will verify the accuracy of your completed application? **Note you must signify your agreement (by clicking the radio button) with this certification to have the student’s application evaluated for need based institutional aid.**

### Cash, Savings, and Checking Accounts (as of today)
Enter the total amount of money in any combination of cash, savings, and checking accounts as of the date you are completing this application.

### Value of stocks, bonds, and investments
Enter the current value of investments such as certificates of deposit, money market funds, mutual funds, stocks, bonds, other securities, installment and land sale contracts (including mortgages held), commodities, precious metals, etc. Do not include any amount of these investments held in retirement plans, such as pension funds, annuities IRAs, Keogh accounts, etc.

### Parent Special Circumstances

Note: this section is optional. In the large text box provided share any circumstances that you feel are not captured elsewhere on this application that you wish Yale Law to be aware of in their consideration and assessment of this application based on financial need. All information is kept confidential.

### Parent Assets

Enter the current value of investments held in retirement accounts IRAs, Keogh accounts, etc.