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 28 years of age or younger 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 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 require 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 – Why is parent data required?
As a need-based financial aid institution, it is critical that YLS assess a student’s full economic situation and resources available. For students 28 years of age or younger (as of December 31st of the academic year for which they are seeking aid), we require both custodial and non-custodial parents to complete the application.

Additional information on how parent data is then used in the financial aid calculation is available on the main YLS Financial Aid website.

Q - What are the hardware and software requirements for Need Access?
You need a computer with a web browser installed and access to the Internet. Please have JavaScript and "cookies" enabled in your web browser. We support Internet Explorer 10.0, 11.0, and the most recent versions of Firefox, Safari and Chrome.

Q - What type of information will I need to complete FAAST?
This worksheet includes "Helpful Data to Complete FAAST" (page 6) - a checklist of key income, expense and asset documentation to have available while working on the application.

Parent Demographic Information

Last Name of Student
Provide the last name of the student applicant for whom you are the parent.

First Name of Student
Provide the first name of the student applicant for whom you are the parent.

Last Name of Parent 1
Enter the last name of the main supporting parent or parent who most recently provided the greatest financial support. Note - The main supporting parent is defined as the parent or guardian who the student lived with the most during the last 12 months. If the student didn’t live with either parent or guardian more than the other in the last 12 months, it is the parent or guardian that provided the most financial support during that time. If neither parent provided greater support during the last 12 months, it is the parent or guardian who most recently provided the greatest financial support.

First Name of Parent 1
Enter the first name of Parent 1 as identified above.

Relationship of Parent 1 to student
Select the appropriate relationship of Parent 1 to the student applicant from the dropdown choices:
1) Parent
2) Step parent
3) Guardian
4) Other

Parent 1 Age as of 12/31/2022
Enter the age that Parent 1 will be on 12/31/2022.

Parent 1 Marital Status
Select the entry which best describes Parent 1’s present marital status:
1) married
2) unmarried but living together
3) never married and not living together
4) separated
5) divorced
6) widowed

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

Last Name of Spouse/Partner
Enter the last name of Parent 1’s spouse, or, if unmarried and both parents live together, then enter the name of the student’s other legal parent.

First Name of Spouse/Partner
Enter the first name of Parent 2 as identified above.

Relationship of Spouse/Partner to student
Select the appropriate relationship of Parent 2 to the student applicant from the dropdown choices:
1) Parent
2) Step parent
3) Guardian
4) Other
2022-2023 Parent Information Worksheet

Parent 2 Age as of 12/31/2022
Enter the age that Parent 2 will be on 12/31/2022.

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).

What is Parent 1’s present employment status?
Select the entry which best describes Parent 1’s present employment status from the dropdown options below. If Parent 1’s employment status will change for the 2022-2023 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.

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.

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 dropdown options. If the employment status will change for the 2022-2023 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 the spouse/partner has indicated that they are presently employed:

Occupation of Spouse/Partner
Describe this parent’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.

Number of family members financially supported by parent(s)
Enter the number of people that the parent(s) will financially support from July 1, 2022—June 30, 2023. Include parent(s), and ALWAYS INCLUDE the student applicant, even if the student applicant does not physically live with the parent(s) and/or is not currently supported by the parent(s). Include other people only if they live with and get more than half their support from the parents and will continue to get this support between July 1, 2022, and June 30, 2023.

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.

Number of parents in college for 2022-2023
Enter the number of parents who will be attending college halftime enrollment or more during the 2022-2023 academic year. If none, enter “0” zero.

Number of family members (excluding parents) in college for 2022-2023
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 2022-2023 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 2022-2023. Then for all members in that count indicate:
• Name
• Age

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 make 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 that includes a URL that their parent(s) will use to log into the FAAST system. This designated URL will automatically link 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.
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 FAAST. 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 in your estimate 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.

Relationship to student:
1) Student’s parent step-parent
2) Student’s brother/sister
3) Student’s spouse
4) Student’s son/daughter
5) Student’s grandparent
6) Other

Will be enrolled halftime or more in college for 2022-2023:
1) Yes
2) No

Number of Dependents 2021: Enter the number of dependents reported on your Form 1040. Include yourself and spouse, if applicable.

Adjusted Gross Income 2021 Enter 2021 adjusted gross income from IRS Form 1040 line 11.

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 2021 Enter the amount from Form 1040, line 12a.

Parent 1 Earned Income 2021 Enter the total amount of income that Parent 1 earned from work during the 2021 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 2021 Enter the total amount of income that the spouse/partner earned from work during the 2021 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 2021 Enter the amount of interest income received from:
IRS Form 1040 line 2b.

Child Support Received – 2021 Enter the amount of child support received for all children in 2021.
Other Untaxed Income/Benefits 2021
Enter the total amount of untaxed income and benefits received in 2021. 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:
- Un taxed 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 2021
Enter the total amount PAID in 2021 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 in the 2021 US income tax return, enter the amount from IRS form 1040, Schedule A, line 1.

Elementary/Junior/High School Tuition 2021
Enter the total amount of private school tuition paid in 2021 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 2021
Enter the number of dependent children for whom the tuition amount above was paid in 2021.

Child Support Paid 2021
Enter the amount of child support paid in 2021.

Education Credits Received 2021
Enter the amount of education credits (American Opportunity and Lifetime Learning Credits) you received in 2021, from IRS form 1040 line 29.

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 2021
Select the entry corresponding to the source of 2021 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 2021
Enter the amount of U.S. income tax paid from:
IRS Form 1040 line 22 minus Schedule 2, Line 2.

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 2022 U.S. Tax Figures
Select the entry corresponding to the anticipated source of 2022 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

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 1.25 (Canadian Dollars) = 1 $ USD enter “1.25”. For reference you can use the following currency converter: https://fx-rate.net/calculator.
Number of Dependents 2022
Enter the number of reported on your Form 1040. Include yourself and spouse, if applicable.

Adjusted Gross Income 2022 from IRS form
Enter 2021 adjusted gross income from:
IRS Form 1040 line 11.

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 2022
Enter the amount from Form 1040, 12a.

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 2022
Enter the amount of U.S. income tax to be paid from:
IRS Form 1040 line 22 minus Schedule 2, line 2.

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 2022
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 2022
Enter the total amount of income that Parent 1 earned (or will earn) from work during the 2022 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 2022
Enter the total amount of income that the Spouse/Partner earned (or will earn) from work during the 2022 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 2022
Enter the amount of interest income to be 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.

Dividend Income 2022
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 2022
Enter the total amount of other taxable income to be reported on IRS Form 1040 or 1040NR for 2022, line 8. Include alimony received, business and farm income, capital gains, pensions, annuities, rents, unemployment compensation, and social security.

Earned Income Tax Credit 2022
Enter the amount of Earned Income Credit for 2021 from:
IRS form 1040 line 27a.

Non Taxable Social Security Benefits 2022
Enter the amount of untaxed social security benefits (including Supplemental Security Income) to be received in 2022. Do not include benefits already included under "Adjusted Gross Income -2022" above. Write in the total for the year, not the monthly amounts. Include any amounts received for children, from IRS Form 1040, line 6a.

AFDC/TANF 2022
Enter the total amount of benefits to be received in 2022 from Aid to Families with Dependent Children or Temporary Assistance for Needy Families. (These are usually called AFDC, ADC, or TANF benefits.) Input the total for the year, not the monthly amounts. Do not include any social security benefits here.

Child Support Received 2022
Enter the amount of child support received for all children in 2022.

Other Untaxed Income/Benefits 2022
Enter the total amount of untaxed income and benefits received in 2022. 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 4c).
• 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, i.e. Death Pension, Disability, Dependency & Indemnity Compensation (DIC), etc.
• Any other untaxed income and benefits, such as workers’ compensation, disability, etc.
## Income
- Estimated or completed 2021 federal income tax returns or equivalent foreign tax return documents. If 2021 returns have not been filed, use 2020 returns for income estimates.
- 2021 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 2021.

## 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.).

## Expenses
- Medical/dental bills that were paid in the 2021 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 2022
Enter the total amount to be PAID in 2022 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 2022 US income tax return, enter the amount from IRS form 1040, Schedule A, line 1.

### Elementary/Junior/High School Tuition 2022
Enter the total amount of private school tuition to be paid in 2022 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 2022
Enter the number of dependent children for whom the tuition amount reported will be paid in 2022.

### Child Support Paid 2022
Enter the amount of child support to be paid in 2022.

### Education Credits Received 2022
Enter the amount of education credits (American Opportunity and Lifetime Learning Credits) you will receive in 2022 from IRS form 1040 line 29.

### Annual Educational Loan Payments 2022
If the parent has loan debt in their name that supported either the parent, applicants or applicant’s sibling educational enrollment, enter the monthly amount presently being paid under repayment terms.

### Parent Assets
**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.

### 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.

### 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.

### 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.