

# TASFA Check List

TSU ID \_\_\_\_\_

Last Name: \_\_\_\_\_

First Name: \_\_\_\_\_



TEXAS SOUTHERN UNIVERSITY

## What Do I Need to Submit for Financial Aid as a TASFA Student?

**Instructions: Check off each item as you complete them and sign and date this form on the bottom of the second page. You will need to submit this form along with your TASFA documentation. Incomplete applications will not be accepted. This Checklist must accompany your application. Awards are made on a first come basis until all funds are awarded.**

### HB 1403/SB1528 Residency Info

- 1. Have you completed your Residency Affidavit with the Registrar's Office?
  - a. If yes indicate the date completed: \_\_\_\_\_  
This determines eligibility under the HB 1403/SB 1528 residency requirements. Proceed to complete the TASFA Application and submit with all tax documents and any other necessary/supporting documents.
  - b. If no, complete and submit a Residency Affidavit to the Registrar's Office for processing as soon as possible, before submitting TASFA documents. The deadline for this is the close of the day on the 12<sup>th</sup> day of class for Fall 2023 semester/Spring 2024.

### 2023-2024 TASFA Application

- 1. Are all of the sections of the application completed? (No blanks)
  - a. If yes, ensure that all required tax documents are submitted along with any other needed documents (i.e. Selective Service, expense breakdown, etc.).
  - b. If no, make sure to gather them before submitting your TASFA form. Submitting an incomplete application can only delay the completion time, which can impact our ability to award students as this program is largely based on availability of funds.

### Tax Documents

- 1. Did you/your spouse file 2021 tax return?
  - a. If yes, then we need a copy of your/your spouse's 2021 tax return transcript (available through IRS –see attached transcript handout for details).
  - b. If no, then we need to verify any income you/your spouse made in 2021, via submission of 2021 W2's, if applicable.
- 2. Did your parent(s) file 2021 tax return?

- a. If yes, then we need a copy of your parent(s)' 2021 tax return transcript (available through IRS –see attached transcript handout for details).
- b. If no, then we need to verify any income your parent(s) made in 2021, via submission of 2021 W2's, if applicable

**Supporting/Additional Documents May Be Required**

Please note that for some applicants, there may be additional documents required, such as copy of Selective Service Registration card (See Section VI, Question 41), and/or a breakdown of family expenses for the income year (See Section V, Question 40) and how the family paid for them. This may or may not apply to you, so please be sure to consult with a Financial Aid Representative on the First Floor of the Bell Building to discuss this matter.

**Special Note to All Applicants:**

If your TASFA application is reviewed and determined to be incomplete, the awarding of the applicant will be placed on hold until all documentation needed has been submitted to complete the application.

This program is awarded according to availability of funds and completed applicants are awarded in the order they are submitted. Only completed applications are awarded and incomplete applications will be considered complete as of the day of the final paperwork submission. Refer to your To Do List in your TSUWEB account regarding any additional items that may be requested of you after your initial submission.

For example: Scott submits his TASFA with his parents' 2021 tax return transcript and all other required documents on March 3, 2023 but does not submit his Selective Service Registration Card until June 4, 2023. In this particular example, he would not be considered complete until June 4, 2023, at which time his file would be updated and sent off for awarding.

**Acknowledgement:**

I acknowledge that I have read and understood the guidelines and requirements as explained and provided to me and that I have taken the steps required to ensure that I am submitting a completed application by following all of the above steps.

Student Signature: \_\_\_\_\_ TSU ID: \_\_\_\_\_ Date: \_\_\_\_\_

For frequently asked questions on TASFA:

<http://www.thecb.state.tx.us/reports/PDF/2541.PDF?CFID=7186264&CFTOKEN=76945433>