



## What documents do I need and how do I upload them?

### Required Documentation

Depending on your responses to application questions some or all of the following documents may be required.

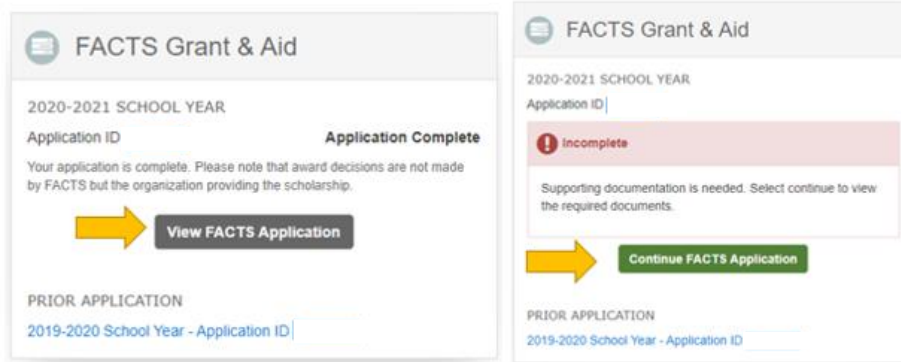
- Copy of U.S. Individual or Joint Income Tax Return for applicant and/or co-applicant. To obtain a copy of your tax return you can go to [www.IRS.gov](http://www.IRS.gov)
  - 2019 IRS Federal Form 1040

The image shows the top portion of the 2019 U.S. Individual Income Tax Return Form 1040. It includes the title 'U.S. Individual Income Tax Return 2019', the Department of the Treasury - Internal Revenue Service logo, and the OMB No. 1545-0074. The form is divided into several sections: Filing Status (Single, Married filing jointly, Married filing separately (MFS), Head of household (HOH), Qualifying widow(er) (QW)), Personal Information (Name, Social Security Number, Spouse's Social Security Number), Home Address (Number and street, Apt. no., City, town or post office, state, and ZIP code), Foreign Country Name, Foreign Province/State/Country, Foreign Postal Code, Standard Deduction (Spouse can claim, You as a dependent, Your spouse as a dependent), Age/Blindness (You, Spouse), and Dependents (First name, Last name, Social Security Number, Relationship to you, Child tax credit, Credit for other dependents). The bottom section shows the beginning of the tax calculation table with lines 1 through 11b.

- Copies of supporting documentation for household Nontaxable Income received. **Documents must contain applicant or co-applicant name, amount received, and frequency of receipt.**
  - *Social Security Income*: Provide SSA-1099 or SSI statements/letters for all family members receiving benefits.
  - *Welfare*: Provide budget letter or notice of benefits from the appropriate agency.
  - *Supplemental Nutrition Assistance Program (SNAP)*: Provide budget letter or notice of benefit from the appropriate agency.
  - *Temporary Assistance for Needy Families (TANF)*: Provide budget letter or notice of benefit from the appropriate agency.
  - *Housing Allowance*: Provide benefit statement or enrollment and payment letter.
- Additional documents may be required if the AGI plus nontaxable income is in-between 101%-200% for the Bridge the Gap Digital Wallet or between 351%-450% for the Stay in School fund **and** if there is a decrease in income due to Covid-19. If your income is already below those ranges then these documents are not required.
  - 3 months' of bank statement only showing credits/deposits
  - Unemployment letter dated between March 2020 and present

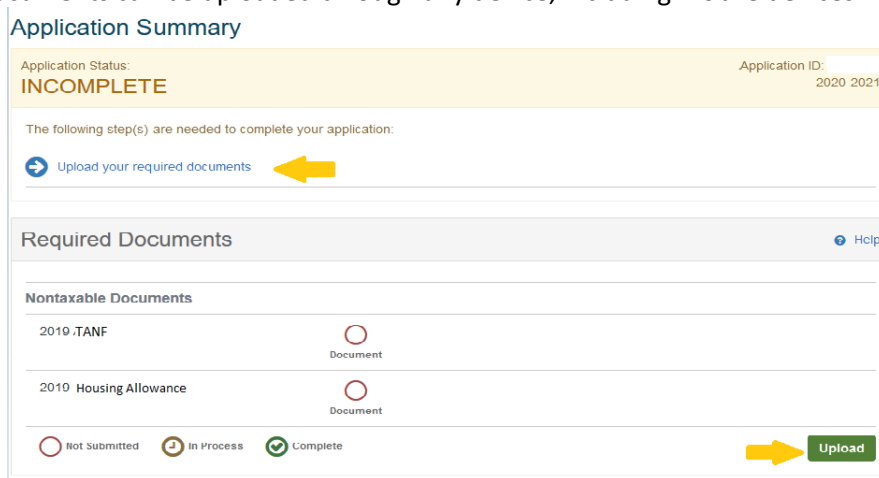
## How to upload your documents

Upon submitting your application you will automatically be taken to the document section to begin submitting documents, however if you leave the application and return then log into your FACTS account and select “View FACTS Application” or “Continue FACTS Application” from your dashboard. The option that appears will depend on if you have already fully completed the application process or had just started previously.



When viewing your Application Summary page you will be able to view what documents are required.

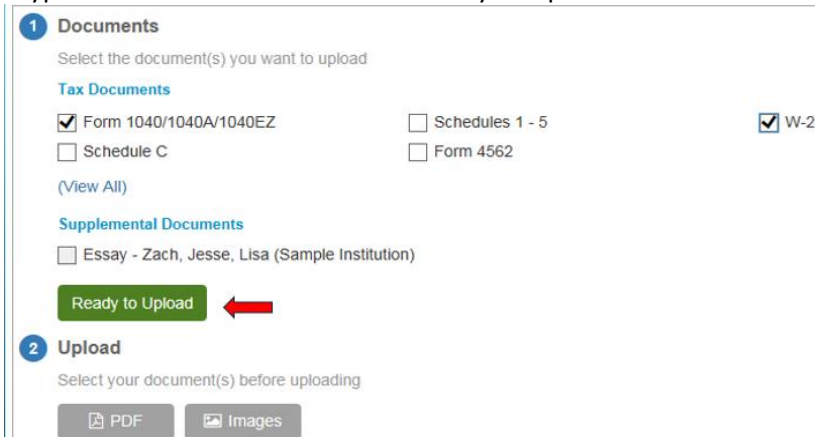
To upload documents you can click on either the Upload your required documents link or the Upload button on the bottom of the page. Documents can be uploaded through any device, including mobile devices.



Required Documents	
<b>Nontaxable Documents</b>	
2019 TANF	<input type="radio"/> Document
2019 Housing Allowance	<input type="radio"/> Document

Not Submitted    In Process    Complete

- Once the applicant has chosen to upload their documents the upload documents window populates listing Taxable and Non-taxable document options.
- Once the document type has been selected click the “Ready to Upload” button.



**1 Documents**  
Select the document(s) you want to upload

**Tax Documents**

Form 1040/1040A/1040EZ    Schedules 1 - 5    W-2  
 Schedule C    Form 4562

(View All)

**Supplemental Documents**

Essay - Zach, Jesse, Lisa (Sample Institution)

**2 Upload**  
Select your document(s) before uploading

You can choose to upload either PDF or Images-JPEG. If you are choosing to upload an image-JPEG this image must be vertical, as horizontal images are not accepted. Once the image has been selected click the “upload” button.

For assistance submitting documents for your application please contact FACTS at 844-649-2921

**1 Documents** Change  
**Tax Document:** Form 1040/1040A/1040EZ

**2 Upload**

1 of 3 Remove

Upload Add Images

You will then receive a message once your file has been uploaded successfully. If you have additional documents to upload you can click “upload another document” and this will allow you to continue uploading documents to your application.

**Upload Complete**

Your file(s) uploaded successfully.  
What would you like to do next?

View Summary Upload another Document