

FAST Worksheet

For your convenience, we have included a worksheet for you to use when gathering the necessary information that will be asked on the FAST application. If you are unsure what is required for a particular field, there is a Glossary available at the end of this document.

Application Information – Student

(Fill out 101-107 for each student applying for aid)

101 Name _____
102 Birth Date _____
103 Gender _____
104 Grade Entering _____
105 Registered Education Savings Plan (RESP) _____
106 CPP Children's Benefit _____
107 Child Trust _____

Parent/Adult Information

(Fill out 201-212 for each parent in the household)

201 Name _____
202 Gender _____
203 Birth Date _____
204 Address 1 _____
205 Address 2 _____
206 City _____
207 Province/Postal Code _____
208 Country _____
209 Home Phone _____
210 Occupation _____
211 Employer _____
212 Disabled? _____

Dependent Child Information

(Fill out 301-308 for each dependent child)

301 Name _____
302 Birth Date _____
303 Gender _____
304 Present Grade _____
305 Present School _____
306 Is there tuition? How much? _____
307 Do you receive aid or scholarship? _____
308 Does this dependent live at the same address as applicant(s)? _____

Dependent Adult Information

(Fill out 350-356 for each adult dependent)

350 Name _____
351 Relationship _____
352 Does this dependent live at the same address as the applicant(s)? _____
353 Contributions to household _____
354 Does the dependent attend school? _____
355 Is there tuition? How much? _____
356 Do you receive aid or scholarship? _____

Real Estate

(Fill out 401-411 for each property)

401 Mortgage Payment (monthly) _____
402 Mortgage Interest Paid (annual) _____
403 Is your homeowners insurance included in your mortgage payment? _____
404 Original Mortgage Value _____
406 Year Purchased _____
407 Purchase Price _____
408 Present Market Value _____
409 Have you refinanced? What year? _____
Refinance amount: _____
410 Principal Remaining _____
411 Property Tax Paid _____
412 Is your property tax included in your mortgage payment? _____

Vehicle

(Fill out 450-454 for each vehicle you own/lease)

450 Make/Model _____
451 Year _____
452 Estimated Value _____
453 Debt Outstanding _____
454 Payment (Monthly) _____



Help is only a phone call or email away. Call Centers are open 24/7/365.
1-877-326-FAST (3278) // help@ismfast.com



Assets

- 504 Savings _____
- 505 Checking _____
- 506 Guaranteed Investment Certificates _____
- 507 Stocks, Bonds, Securities, etc. _____
- 508 Trusts & Inheritance _____
- 509 Retirement Savings _____
- 510 Business Assets _____
- 511 Other Assets _____
- 512 Further Asset Explanation (optional) _____
- _____
- _____

Liabilities

- 553 Personal Loans _____
- 554 Credit Cards _____
- 555 Equity Loans _____
- 556 Equity Interest Paid _____
- 557 Other Liabilities _____
- 558 Further Liabilities Explanation (optional) _____
- _____
- _____

Income

- 601 T4 Income _____
- 601b T4 Income #2 _____
- 602 Business Income _____
- 603 Dividend/Interest Income _____
- 604 Capital Gains Income _____
- 605 Real Estate Income _____
- 606 Trust, Inheritance Income _____
- 607 Alimony Income _____
- 608 Child Support Received _____
- 609 Gifts _____
- 610 All Other Income _____
- 611 Further Income Explanation (optional) _____
- _____
- _____

Expenses

- 704 Rent _____
- 705 Homeowners Insurance _____
- 706 Life Insurance _____
- 707 Auto Insurance _____
- 708 Health Insurance _____
- 709 Electricity _____
- 710 Heating _____
- 711 All Other Utilities/Phone _____
- 712 Child Support Paid _____
- 713 Alimony Paid _____
- 714 Charity/Tithing _____
- 715 Federal Taxes _____
- 716 Provincial Taxes _____
- 717 Medical Expenses _____
- 718 Other Loan Expenses _____
- 719 Support of Dependents _____
- 720 Childcare Expenses _____
- 721 Other Expenses _____
- 722 Further Expenses Explanation (optional) _____
- _____
- _____



Help Bubbles

Each numerical field has a help bubble associated with it to help you understand what you are being asked to enter. The following is a summary of the online Help Bubbles by line number. *(Not all lines require a help bubble.)*

105 Registered Education Savings Plan (RESP)

Enter the total amount of all money in all Registered Education Savings Plans for the applicant.

106 CPP Children's Benefit

Enter the total amount this student receives annually in benefits from the CPP surviving child's benefit or CPP disabled contributor's child's benefit.

107 Child Trust

If a trust is held in this child's name, enter the amount here and explain in detail in the box provided below.

401 Mortgage Payment

Please enter the amount of your monthly mortgage payment here.

402 Mortgage Interest Paid

Please enter the amount of interest you paid on your mortgage in the last year. If this is not available on your mortgage statement, please call your mortgage holder to get this amount.

403 Is your homeowners insurance included in your mortgage?

Select Yes or No.

404 Original Mortgage Value

When you first bought this house, how much did you mortgage?

406 Year Purchased

Enter the year you originally purchased this house.

407 Purchase Price

How much did you originally pay for this house?

408 Present Market Value

What is the present market value of your house?

409 Have you refinanced? Select yes or no.

What year did you refinance your house?
How much did you refinance?

410 Principal Remaining

What is the unpaid balance on your mortgage?

411 Property Tax Paid

What is your annual property tax bill due from city and/or province?

450 Make/Model

Please enter the brand and identifying name of your vehicle. Example: Ford Focus, Dodge Neon.

451 Year

Enter the year that the vehicle was manufactured for sale.

452 Estimated Value

Please enter the present market value of your vehicle if sold in current condition.

453 Debt Outstanding

Please enter the total amount remaining on original car loan. If you lease this car, enter a zero.

454 Payment

Please enter the amount you pay each month for a loan or a lease on this car.

501 Home Market Value

This section auto-fills depending on what you entered for your family home in the Real Estate section.

502 Other Real Estate Market Value

This section auto-fills depending on what you entered for other real estate properties in the Real Estate section.

503 Vehicle(s) Market Value

This section auto-fills depending on what you entered in the Vehicle Information Section.

504 Savings

Please enter the total amounts of all your savings accounts, money market accounts, and tax-free savings accounts (TFSA's). Use information from statements for the last full month.

505 Checking

Please enter the total amounts of all your checking accounts. Use information from statements for the last full month.

506 Guaranteed Investment Certificate

If you own Guaranteed Investment Certificates, please indicate the amounts here. To get current amounts, call your bank or the issuer of the GIC and request totals for the last full quarter or month.



Help is only a phone call or email away. Call Centers are open 24/7/365.
1-877-326-FAST (3278) // help@ismfast.com

507 Stocks, Bonds, Securities, etc.

Please enter the amounts as of your last quarterly, or monthly, statement of all stocks, bonds, or other securities. Do not include Registered Retirement Savings Plans (RRSP), Registered Educational Savings Plans (RESP), Retirement Income Funds (RIF), or Tax-Free Savings Accounts (TFSA) you may hold. Please do your best to establish the value as of the last full quarter, or the last month.

508 Trust and Inheritance

Please enter the total amount of money held in trust for you and any dependent children who are not applying as students. Please also include any inheritance received within the last year.

509 Retirement Savings

Please enter the total amounts of all RRSP accounts as of the most recent statements.

510 Business Assets

If you own a business, please indicate your business assets (net of liabilities) as of your last monthly report. If you do not own a business, please fill in a zero.

511 Other Assets

Please enter the total valuation of your tangible assets. Do not include your house or automobiles. Items that might be included here are valuable pieces of jewelry, art work, antiques, coin collections, boats, airplanes, furs, and anything else for which you might reasonably expect to receive a return of \$1,000 or more if it was sold.

512 Further Asset Explanation

Use this space to clarify any of your answers in the Asset section.

550 Home Principal

This section auto-fills depending on what you entered for your family home in the Real Estate section.

551 Other Real Estate Principal

This section auto-fills depending on what you entered for other real estate properties in the Real Estate section.

552 Vehicle Debt Outstanding

This section auto-fills depending on what you entered in the Vehicle Information section.

553 Personal Loans

Please enter any secured or unsecured loans you may have received from financial institutions, businesses, or persons. The number should be the actual amount owed to date (not the amount borrowed). Do not include credit card balances or equity loans in this category.

554 Credit Cards

Enter the total amount of debt owed on all credit cards--both those issued by banks and those issued by businesses. Do not include monthly credit card balances that you pay off immediately. If not applicable, enter zero.

555 Equity Loans

Please enter the total of any money that you have borrowed above the mortgage with your house as security.

556 Equity Interest Paid

Please enter the total of all interest paid annually on the equity loans listed in 555 above.

557 Other Liabilities

Please enter the total amount you owe for items such as court judgments, delinquent taxes, or any other liability that you might have that was not covered in the previous questions.

558 Further Liability Explanation

Use this space to clarify any of your answers in the Liability section.

601 T4 Income

Please enter your gross wages, prior to any deductions, as reported on line 10100 of your T1 General Income Tax & Benefit Return, and supported by line 14 of your T4 slip(s).

602 Business Income

Please enter the total amount of income reported on lines 13500- 14300 of your T1 General, as a result of owning a business. If there was no income, enter a zero. You may not enter a negative number.

603 Dividend/Interest Income

Please enter the total amount of all income received from dividends and interest-bearing accounts, as reported on line 12000 and 12100 of the T1 General. This should include interest received from savings accounts, money market accounts, etc.

604 Capital Gains Income

Please enter the total amount of capital gains earned, as reported on line 12700 of the T1 General.

605 Real Estate Income

Please enter the total amount of all monies received from real estate currently owned. Examples include rental properties, vacation homes, and timeshares.



Help is only a phone call or email away. Call Centers are open 24/7/365.
1-877-326-FAST (3278) // help@ismfast.com

606 Trusts

Please enter the amount received annually from any trusts for which you or your child are beneficiaries. In the "Optional further income explanation" on line 611, please describe the trust and explain who created the trust, the intended purpose, as well as any restrictions/requirements as to use.

607 Alimony Income

Please enter the total amount of alimony received during the last year.

608 Child Support Received

Please enter the total amount of Child Support received during the last year.

609 Gifts

Please enter the total of any cash gifts you have received, such as a gift from a grandparent or any other relative.

610 All Other Income

Please enter the total amount of any income not already listed, including money received for part-time jobs for which a T-Slip was not issued. Also include earnings received from hobbies, court awards, disability benefits, gambling, and all other income reported on the T1 General.

611 Further Income Explanation

Use this space to clarify any of your answers in the Income section.

701 Home Mortgage Payment

This section auto-fills depending on what you entered in the Family Home Information Section.

702 Other Mortgage Payments

This section auto-fills depending on what you entered in the Family Home Information Section.

703 Vehicle Payments

This section auto-fills depending on what you entered in the Vehicle Information Section.

704 Rent

Please enter the yearly amount of rent you pay for your home or apartment. If you do not pay rent, please place a zero in this space.

705 Home Owner Insurance

Enter the amount you pay annually for homeowner insurance (if you own your home) or renter insurance (if you rent your home). This number should only reflect data from your primary residence. If not applicable, enter zero.

706 Life Insurance

Please enter the total of the annual premiums you pay for life insurance. If you do not have any life insurance, please place a zero in this space.

707 Auto Insurance

Please enter the total of the annual premiums you pay for auto insurance. If you do not have auto insurance, please place a zero in this space.

708 Health Insurance

Please enter the amount you pay annually for health insurance. Please include any supplemental policies in addition to your primary policy. If you do not have health insurance, please place a zero in this space.

709 Electricity

Please enter the amount you pay annually for electricity. If you do not have this number, sometimes your electric company is able to give it to you. This number should only reflect data from your primary residence.

710 Heating

If your heating costs are not included in your electric payments, please enter the amount you pay annually to heat your house. If your heating costs are included in your electric bill, please place a zero in this space. This number should only reflect data from your primary residence.

711 All Other Utilities/Phone

Please enter the sum of everything you spend annually for land line or Internet phone service, Internet service, cell phones, water, and sewer. This number should only reflect data from your primary residence.

712 Child Support Paid

Please enter the total annual amount of child support payments you are required to make. If you are not required to pay any child support, please place a zero in this space.

713 Alimony Paid

Please enter the total amount of alimony you are required to pay annually. If you are not required to pay any alimony, please place a zero in this space.

714 Charity/Tithing

Please enter the total amount of all monetary charitable and/or tithing donations that you made for the prior calendar year to organizations recognized as charities by the Canada Revenue Agency (CRA). If you did not make any charitable contributions, please enter zero.



Help is only a phone call or email away. Call Centers are open 24/7/365.
1-877-326-FAST (3278) // help@ismfast.com

715 Federal Taxes

If you have already filed your federal income tax return, please enter your total tax as found on line 42000 of your T1 General Form. If you have not yet filed your taxes, please check the box, "I have not filed my taxes."

716 Provincial Taxes

If you have already filed your provincial tax return, please enter your total tax as found on line 42800 of your T1 General Form. For residents of Quebec, please enter your total tax as found on line 450 of your TP-1-V Form. If you have not yet filed your taxes, please check the box, "I have not filed my taxes."

717 Medical Expenses

Please enter the total amount of all medical expenses that you paid in the prior calendar year. This may include copays, prescriptions, physical exams, glasses, physical or psychological therapy, prosthetics, etc. Do not include any expenses which are covered by insurance. In the space provided, please explain what you have included in this number.

718 Other Loan Expenses

Please enter the annual amount of any other loan expenses you incur during the year. These may include credit card payments you pay annually towards credit card debt (do not include monthly expenses which you pay off immediately, or that are reported as expenses in other fields). These may also include personal loans and bank loans that do not use your home equity as collateral. Do not include car payments, your mortgage or any other loans against equity in this field. In the space provided below, please explain what you have included in this number.

719 Support of Dependents

Please enter the annual amount you pay to support any adult dependents in your home. In the space provided below, please explain what you have included in this number.

720 Child Care Expenses

Please enter the annual amount you pay for childcare expenses. This might include childcare, after school programs, camps, lessons, special needs, etc. In the space provided, please explain what you have included in this number. *Do not include tuition amounts in this field.*

721 Other Expenses

Please enter the annual amount of any other expenses you incur during the year. These might include condo expenses, neighborhood dues, club memberships, etc. In the space provided below, please explain what you have included in this number. Do not include car payments, house payments, or credit card payments. Do not include expenses for food, clothes, or transportation.

722 Optional Further Expense Explanation:

Use this space to clarify any of your answers in the Expense section.

