

Form G - Electronic Submission Instructions

The purpose of the Federation Form G is to collect information on the annual contributions for scholarships from Aggie Moms' Clubs. We compile and track the numbers that show the impact we make to Texas A&M University.

Form G

Form G should be submitted electronically to the Federation annually to report all scholarship contributions. When you complete the Form G information, you will be instructed to email a copy of the Scholarship Donor Form along with your Club's Scholarship Criteria, Guidelines and Applications (as applicable) to 4thVPReports@AggieMoms.org. A PDF version of the submitted Form G will be emailed to the email address provided for your records.

Texas A&M University Scholarship Donor Form

Scholarship funds are to be sent to the Texas A&M Scholarships & Financial Aid Office. When sending, you must include:

- (1) a check (made payable to **Texas A&M University**),
- (2) your Club's Scholarship Criteria, Guidelines, and Applications (as applicable),
- (3) the [Scholarship Donor Form](#) (required if your Club is selecting the scholarship recipients) and
- (4) a copy of the submitted Form G (PDF generated and emailed after electronic submission).

Important Information about Scholarships

- ✓ The TAMU Scholarships & Financial Aid Office **MUST** have the names and TAMU Student University Identification Numbers (UIN) of all recipients of scholarships. This will help them coordinate scholarships and comply with Federal Financial Aid regulations.
- ✓ If the TAMU Scholarships & Financial Aid Office selects the scholarship recipients for your Club, the names(s) will be given to your Club once the scholarship is accepted. Each student is asked to send a thank you note to the club the first week in October.
- ✓ If your Club is aware of a student that wishes to apply for a scholarship administered by the TAMU Scholarships & Financial Aid Office, be sure to notify the student(s) that the deadline for completing an application form each year is:
 - December 1st for incoming Freshman (Freshman Opportunity Awards)
 - February 1st for Continuing TAMU Students (Academic Excellence Awards).

We recommend that the scholarship information and submittal dates be posted on your Club webpage, with a link to the TAMU online application.

✓Information to Give to Your Scholarship Recipients Regarding Income Tax:

- Any amount received as a qualified scholarship may be excluded from income tax. A qualified scholarship means any amount received by an individual as a scholarship where such amount is used for qualified tuition and related expenses. This would mean that, as long as the full amount of the scholarship is used for tuition, fees, books, supplies and equipment required to attend class at an educational institution, the full amount may be excluded from the recipient's gross income. *PLEASE BE SURE YOU FOLLOW CURRENT TAX LAWS WHEN ESTABLISHING YOUR SCHOLARSHIP CRITERIA *

TAMU Scholarship & Financial Aid Mailing Address:

Casey Gros, Associate Director Scholarships & Financial Aid
Texas A&M University Scholarships & Financial Aid
P.O. Box 30016
College Station, TX 77842-3016

For overnight mail, you can use:

Casey Gros, Associate Director Scholarships & Financial Aid
Texas A&M University Scholarships & Financial Aid
1252 TAMU 750 Agronomy Road, Suite 2601
College Station, TX 77843-1252

If you have questions regarding scholarships, contact Casey Gros, Associate Director, Scholarships & Financial Aid at (979) 845-3982 or scholarships@tamu.edu.

If you have questions regarding the Federation Form G or the submission process, email 4thVPReports@AggieMoms.org.