

Personal and Business Forms, a **Facts on File** database, provides quick access to the many forms and checklists needed to organize personal and business matters and to establish contact with government agencies. Forms and checklists designed to make personal record keeping more efficient are also available. The forms cover a wealth of situations ranging from applying for a disaster loan to writing a lease to filling out college applications. Free of copyright restrictions, the forms contained within this database are designed for personal use and as guides in gathering the information and documents required to support them. Adobe Acrobat Reader is necessary for the use of this database.

Computer commands, field names and mouse actions are in *Italics*.
Text that you must type is within single quote marks (' ').

To access Personal and Business Forms

Click: ***Research Tools***

Click: ***Business and Investments***

Click: ***Personal and Business Forms***

Click: ***Inside the Library OR Home Access***

★ To begin a new search, type the new search terms in the *Search* box and click *Search*. To print a form, click the printer icon on the Adobe Acrobat (not the Browser) toolbar.

1. I am a recent immigrant to the U.S. I would like to apply for a 'green card' (Permanent Residence) and need government form I-485 to do this.

- ☐ Type 'permanent residence' or 'I-485' or 'i-485' (include the dash) in the *Search* box at the upper left hand of the screen and click *Search*. (Note: 'green card', a vernacular term, is not indexed and will not work.)
- ☐ For the term 'permanent residence', the *Search Results* page will display hyperlinks for *2 Forms Found*. For 'I-485' or 'i-485', the box will display *4 Forms Found*. Click the hyperlinks for either.
- ☐ A list delineating the *Form Title and Form ID* for each will appear as hyperlinks. Click the link to display the form and its instructions.

2. I am going to rent my garage apartment and need a lease form.

- ☐ Type 'lease' in the *Search* box.
- ☐ Since leasing personal property would not involve either *Government Forms* or *Tax Forms*, remove (uncheck) these two categories from the four listed in the *Search* field (rectangle) at the upper left screen in order to simplify the search and reduce irrelevant retrievals.
- ☐ Click *Search*.
- ☐ The *Search Results* page will display a list of items hyperlinked by their category and form title. Clicking the desired title will display the item.

3. I need a credit application.

- ☐ Type 'credit application' in the *Search* box and click *Search*.
- ☐ The *Search Results* page will display over 20 items. Scroll through these to arrive at two titled *Credit Application*, one of which is categorized as a *Business Form* and one as a *Personal Form*.

- ☐ Click the appropriate form's hyperlinked title to open it.

4. I need both the IRS and South Carolina tax forms for the current (2005) filing.

- ☐ At the home page, select (click) *Tax Forms* from the four basic categories given (*Government, Business, Personal and Tax*).
- ☐ When the *Tax Forms* page appears, select (click) the link for *Current* under the *Federal* category.
- ☐ When the *Choose a Category* page appears, click *Individual Income*. Over 200 items are displayed alphabetically by *Form Title*. These may be scrolled, page by page, to locate needed forms.
- ☐ For the South Carolina forms, return to the *Tax Forms* page using the Back Arrow and click the link for *Current* under the *State* category. When the *Choose a State* map appears, click *SC* and follow the same procedure as given above.

5. I need to apply for a Social Security card.

- ☐ Type 'social security card' in the *Search* box and click *Search*.
- ☐ The *Search Summary* page will retrieve four forms listed alphabetically by form title.
- ☐ Click the relevant title (regular, Foreign Service, Spanish version) to display the application.

6. I would like to be an organ donor and need something to put on my driver's license.

- ☐ Type 'organ donor' in the *Search* box and click *Search*.
- ☐ One form titled *Organ Donor Card* will be retrieved. Clicking this will display a small card that can be printed and attached to a driver's license.

7. My child wants to go to college and needs to apply for something called a FAFSA loan. That's all I know.

- ☐ Type 'fafsa' in the *Search* box and click *Search*.
- ☐ The *Search Summary* page will retrieve one item for *FAFSA (Free Application for Federal Student Aid)* applications will appear. Clicking the link will display the complete application form.

8. How can I see a list of all forms available in *Personal and Business Forms*?

- ☐ Clicking on any one of the four basic categories of forms will display the divisions within each. (For example, clicking *Government Forms* will result in a listing for *Department of Agriculture, Department of Commerce*, etc.) Clicking each of these divisions will in turn display the titles for all forms in that subdivision.