**Required Documents Cover Sheet**

To Apply For Financial Aid in Academic Year

**2017–2018**

Send the additional documents that your school requires to SSS using this cover sheet, so we can match your documents to your PFS. Important tips to help us ensure safe and fast processing of your documents:

1. Enclose this Required Documents Cover Sheet.
2. Do not send original documents, just photocopies.
3. Please black out any bank account numbers and Social Security Numbers on your documents unless you are submitting IRS Form 4506-T where an SSN is required.
4. If your document is smaller than a full-size sheet of paper (e.g., some W2s), copy it onto a full size sheet of paper or tape it to a full size sheet of paper.
5. Write your telephone number and Parent A’s name in the top margin of each document.

***Mail at least 10 DAYS before your school deadline!***

Mail to:

School and Student Services PO Box 449

Randolph, MA 02368-0449 USA

*For overnight mail*, use: School and Student Services, 15 Dan Road, Suite 102, Canton, MA 02021 USA

**Enter your 2016-17 PFS Identification Number** (example: 16-00XXXXXXXXX): PFS ID number here.

Your Household Information

Complete this section fully so we may match your documents to your application. Enter name ***exactly***

First Name Last Name

**Parent/Guardian A**

Address Suite/Apt. No.

City

State/ Province

Zip/Postal

Code

Country Date of Birth *mmddyy*

Email Phone

First Name Last Name

**Parent/Guardian B**

Address Suite/Apt. No.

City

State/ Province

Zip/Postal

Code

Country Date of Birth *mmddyy*

Email Phone

Your Enclosed Documents

Indicate which documents you are enclosing. Note: A State Tax form is different from a W2 form.

Be sure you are enclosing the exact form a school has asked you to send, and mark off the correct box below.

* Parents’ Financial Statement

 2014  2015 1040, 1040A or 1040EZ

 2014  2015 W2 Form

* 2014  2015 State Income Tax Form
* 2014  2015 Schedule C

 2014  2015 1099 Form

* Expense and Resource Statement

 2014  2015 4506-T Form

* School/Organization Supplemental Form
* Guardianship Document



(TANF/Welfare/Public Assistance)

* Other Form

Call (800) 344-8328 or email *sss@nais.org*with questions. From outside of the US or Canada dial (952) 967-9922.