

Checklist For Documents Needed

Please send a copy of the following items for 2011.

- W2's – **AND** your last pay stub of the year for each parent
- W-2G needed for gambling winnings
- 1099's for IRA, Pensions/Annuities (if you have entered figures on lines 15 and 16 of the Federal 1040), Unemployment compensation, Cancellation of Debt
- Federal Tax Return – 1040-1040A- 1040 EZ (please send complete copy of only the current year taxes, unless otherwise requested by your school)
- Additional applicable schedules: Schedule C or C-EZ (Business Income)
Schedule D (Capital Gains)
Schedule E (Supplemental Income)
- State Tax Return if your State requires you to file a Return
- All Business Tax returns, such as K1s and 1120 for S Corp (if your business is incorporated)
- If you own the home you live in, please send proof of Property Taxes paid
- Documentation for Alimony and/or Child Support

Please do not send originals, as we can not return these items.

Tax forms should reach us at least **10 business days** prior to the requested tax form deadline. If you are unsure of the application/tax deadline, please check the front of the application. Deadlines are set by the school - FAST cannot adjust the deadline.

Please send all items requested, so that we may process your application in a timely manner.

ONLY complete application packages (all requested forms) will be processed. Incomplete packages will **not** be processed.

Faxed information cannot be accepted.

You will receive an email confirmation when your tax forms and your application have been completely processed by FAST.

Please make your tax appointment early. Your school has a defined financial aid budget and funds are awarded on a rolling basis. It is in your best interest to send your tax information as soon as possible and no later than the document submission deadline date.

PLEASE DO NOT FOLD, BEND, OR STAPLE PAPERWORK MAILED TO FAST - as this will delay processing your application.

Mail To: FAST Processing
1316 North Union Street
Wilmington DE 19806-2594

IMPORTANT: You **must** reference Mizzentop Day School on the front of the envelope under your return address. Thank you.