

Required Documents Cover Sheet

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 to:
School and Student Services
PO Box 449
Randolph, MA 02368-0449 USA

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

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: 16-00XXXXXXXXXX): _____

If you submitted your PFS previously, and you already received an email confirmation with a PFS ID number, enter that PFS ID number here.

Your Household Information

Complete this section fully so we may match your documents to your application.
Enter name **exactly** as it appears on tax/official forms.

Parent/Guardian A

First Name _____ Last Name _____
Address _____ Suite/Apt. No. _____
City _____ State/Province _____ Zip/Postal Code _____
Country _____ Date of Birth *mmddyy* _____
Email _____ Phone _____

Parent/Guardian B

First Name _____ Last Name _____
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.

- | | |
|--|---|
| <input type="checkbox"/> Parents' Financial Statement | <input type="checkbox"/> Expense and Resource Statement |
| <input type="checkbox"/> 2014 <input type="checkbox"/> 2015 1040, 1040A or 1040EZ | <input type="checkbox"/> 2014 <input type="checkbox"/> 2015 4506-T Form |
| <input type="checkbox"/> 2014 <input type="checkbox"/> 2015 W2 Form | <input type="checkbox"/> School/Organization Supplemental Form |
| <input type="checkbox"/> 2014 <input type="checkbox"/> 2015 State Income Tax Form | <input type="checkbox"/> Guardianship Document |
| <input type="checkbox"/> 2014 <input type="checkbox"/> 2015 Schedule C | <input type="checkbox"/> Most recent Cash Benefit Statement
(TANF/Welfare/Public Assistance) |
| <input type="checkbox"/> 2014 <input type="checkbox"/> 2015 1099 Form | <input type="checkbox"/> Other Form _____ |