

Required Documents Cover Sheet

If the school(s) to which you are applying has instructed you to send additional documents to SSS, you may send them either with your Parents' Financial Statement (PFS) or separately. Use 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. Cross out any Social Security Numbers or bank account numbers on your documents.
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 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

For overnight mail, use: School and Student Services, 437 Turnpike Street, Canton, MA 02021

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

Enter your 2012-13 PFS Identification Number (example: L000XXXXXX): _____

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 *mmdyy* _____
Email _____ Phone _____

Parent/Guardian B

First Name _____ Last Name _____
Address _____ Suite/Apt. No. _____
City _____ State/Province _____ Zip/Postal Code _____
Country _____ Date of Birth *mmdyy* _____
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"/> SSS Business or Farm Statement (<i>This is an SSS form.</i>) |
| <input type="checkbox"/> 2010 <input type="checkbox"/> 2011 1040, 1040A or 1040EZ | <input type="checkbox"/> School/Organization Supplemental Form for _____ |
| <input type="checkbox"/> 2010 <input type="checkbox"/> 2011 W2 Form | <i>(include full school name or SSS code number)</i> |
| <input type="checkbox"/> 2010 <input type="checkbox"/> 2011 State Tax Form | <input type="checkbox"/> Other Form _____ |
| <input type="checkbox"/> 2010 <input type="checkbox"/> 2011 Schedule C | |
| <input type="checkbox"/> 2010 <input type="checkbox"/> 2011 1099 Form | |