

## Checklist For Documents Needed

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*Please send a copy of the following items for 2010.*

- W2's – **AND** your last pay stub of the year
  
- 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.

**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. The school has a Financial Aid Budget and when that money has been awarded, there may be no more for this year. It is in your best interest to send your tax information shortly after January 31.

**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 put "The Canterbury Episcopal School" on the front of the envelope under your return address