



Checklist For Documents Needed

Please send a copy of the following items for 2011.

- 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 cannot return these items.

Tax forms should reach us at least **10 business days** prior to the requested deadline. Deadlines are set by the school - FAST cannot adjust the deadline. **Please** make your tax appointment early.

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 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 "School Name" on the front of the envelope under your return address