

## 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 *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"/> 2010 <input type="checkbox"/> 2011   1040, 1040A or 1040EZ <input type="checkbox"/> 2010 <input type="checkbox"/> 2011   W2 Form <input type="checkbox"/> 2010 <input type="checkbox"/> 2011   State Tax Form <input type="checkbox"/> 2010 <input type="checkbox"/> 2011   Schedule C <input type="checkbox"/> 2010 <input type="checkbox"/> 2011   1099 Form	<input type="checkbox"/> SSS Business or Farm Statement ( <i>This is an SSS form.</i> ) <input type="checkbox"/> School/Organization Supplemental Form for _____ <p style="text-align: center;"><i>(include full school name or SSS code number)</i></p> <input type="checkbox"/> Other Form _____
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