

Checklist for Documents Needed

Although FAST is an online process to make a fast recommendation of financial aid based on the information submitted, it is important to check the information against actual documents before an actual award is made. Please send all items requested, so that we may process your application in a timely manner (incomplete packages will **not** be processed). Faxed information cannot be accepted. The following documents should be submitted to FAST after entering the information into the computer (do not send originals because FAST cannot return original documents):

- 2010 Federal Tax Return – 1040,1040A or 1040 EZ
- 2010 State Tax Return
- ALL schedules attached to your Federal Tax Return
- 2010 W2's
- 2010 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
- ALL 2010 Business Tax returns — K1, 1065 and 1120 for S Corp (if your business is incorporated)
- EITC Request Letter (download from LMS website) – THIS MUST BE SIGNED BY BOTH PARENTS

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 you apply.

PLEASE DO NOT FOLD, BEND, OR STAPLE PAPERWORK as this will delay processing your application. Mail single-sided copies only – no double-sided copies. You will receive an e-mail confirmation when your tax forms have been completely processed by FAST.

Special self-addressed 9" x 12" envelopes are available from all campus offices or, if you use your own envelope, send them to:

FAST Processing • 1316 North Union Street • Wilmington DE 19806-2594
[Put LANCASTER MENNONITE SCHOOL under your return address]

Information Needed to Complete On-line Application

Before your computer session, have the above documents available as well as details on the following assets, income and expenses:

- | | |
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| <input type="checkbox"/> Mortgage Payment (monthly) _____ | <input type="checkbox"/> Stocks, Bonds, Securities _____ |
| <input type="checkbox"/> Mortgage Interest Paid (annual) _____ | <input type="checkbox"/> Trusts _____ |
| <input type="checkbox"/> Original Mortgage Value _____ | <input type="checkbox"/> Retirement Savings _____ |
| <input type="checkbox"/> Year Purchased _____ | <input type="checkbox"/> Business Assets, etc. _____ |
| <input type="checkbox"/> Purchase Price _____ | <input type="checkbox"/> Personal Loans, Credit Cards, etc. _____ |
| <input type="checkbox"/> Present Market Value _____ | <input type="checkbox"/> Rent Expense _____ |
| <input type="checkbox"/> Refinancing info (if any) | <input type="checkbox"/> Insurance expenses (home, auto, life, etc.) _____ |
| <input type="checkbox"/> Property Tax Paid _____ | |
| <input type="checkbox"/> Make, Model & Year of Vehicles | <input type="checkbox"/> Utilities expenses (electric, heat, etc.) _____ |
| <input type="checkbox"/> Estimated Value of Vehicles _____ | <input type="checkbox"/> Child Support, Alimony _____ |
| <input type="checkbox"/> Outstanding Debt on Vehicles _____ | <input type="checkbox"/> Charity, Tithing _____ |
| <input type="checkbox"/> Monthly Vehicle Payment _____ | <input type="checkbox"/> Federal Taxes _____ |
| <input type="checkbox"/> Savings Account _____ | <input type="checkbox"/> State/County/City Taxes _____ |
| <input type="checkbox"/> Checking Account _____ | <input type="checkbox"/> Income of all types reported on tax forms |
| <input type="checkbox"/> Certificates of Deposit _____ | |