

Checklist of 2016 Documents Needed (for 2017-18 school year)

AFTER you have completed your online application through FAST, please submit copies of your tax documents to **FAST**. You may scan documents and upload them to the FAST website OR mail them in the FAST self-addressed envelope.

If these documents are submitted before you've done an application, FAST will shred them. Do not submit original documents because FAST cannot return them. Also, faxed documents will not be accepted, but scanned documents through their website are acceptable.

FAST will not calculate an award until they can verify your financial aid application against your tax documents. Please submit the following documents, if applicable, directly to FAST. Awards will not be calculated unless all the applicable documents are submitted.

- **Application for Scholarship Form (download from LM website).** Financial aid cannot be granted without this application. This must be **signed by both parents** if taxes are filed jointly.
- Federal Tax Return: 1040, 1040A or 1040 EZ
- State Tax Return or copy of PA TeleFile Worksheet (please write your name and the school's name on the worksheet)
- Schedules from your Federal Tax Return: A or L, C, E, F (if required for your tax return).
- W2 forms
- 1099 forms for IRA, Pensions/Annuities (if you have entered figures on lines 15 and 16 of the Federal 1040), Unemployment compensation, Cancellation of Debt
- ALL Business Tax returns: K1, 1065 or 1120S Corp

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 — this will delay processing your application. Mail single-sided copies only — no double-sided copies. You will receive an email 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

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:

- | | |
|--|--|
| <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"/> Utilities expenses (electric, heat, etc.) _____ |
| <input type="checkbox"/> Make, Model & Year of Vehicles | <input type="checkbox"/> Child Support, Alimony _____ |
| <input type="checkbox"/> Estimated Value of Vehicles _____ | <input type="checkbox"/> Charity, Tithing _____ |
| <input type="checkbox"/> Outstanding Debt on Vehicles _____ | <input type="checkbox"/> Federal Taxes _____ |
| <input type="checkbox"/> Monthly Vehicle Payment _____ | <input type="checkbox"/> State/County/City Taxes _____ |
| <input type="checkbox"/> Savings Account _____ | <input type="checkbox"/> Income of all types reported on tax forms |
| <input type="checkbox"/> Checking Account _____ | |
| <input type="checkbox"/> Certificates of Deposit _____ | |