

## Checklist for Documents Needed

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Once you have completed your online application to FAST you will be directed to the **Quick Processing Wizard**. For your **initial document submission** you will complete the Quick Processing Wizard for School Requested documents, a separate Quick Processing Wizard will be used for your tax mailing/scanning. Social security numbers on all documents may be blacked out. *Additional documents may be requested at the time your application is reviewed.*

***Please SCAN or mail a copy of the following items to FAST by Friday, January 13, 2017.***

- Quick Processing Wizard – for **School Requested Documents**.
  - Your last paystub for **each employer** for the **2016** year. If you are receiving unemployment, disability compensation or social security benefits, please send statements from these sources.
  - If you are self-employed, please send the first two pages of your 2015 IRS Form 1040 **and** schedules **C and E** if applicable. If this was previously submitted you do not need to resend.
  - Support documentation for receipt of CalFresh, SNAP or Section 8 housing benefits
  - A signed copy of IRS form 4506-T, available from our website
  - Documentation regarding child support – court documents or check copy
  - A current copy of your mortgage statement, home equity statement or rental agreement
  - For **NEW financial aid applicants**, if requesting assistance of \$5,000 or more, please provide a current credit report. For a free report go to [www.annualcreditreport.com](http://www.annualcreditreport.com)
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***Please SCAN or mail a copy of the following 2016 documents to FAST by March 15, 2017.***

Awards granted will be contingent upon receipt and review of these items. Discrepancies will be evaluated and awards may be adjusted if deemed appropriate by the Financial Aid Committee. Failure to submit these items will result in the award being rescinded. Any exceptions must be approved by the Financial Aid Committee – Contact Bo Anderson at [banderson@chaminade.org](mailto:banderson@chaminade.org) for information on how to request an extension

- Quick Processing Wizard – using your **2016 tax return to answer the questions**. To access this you will need to log into the FAST system via our website. Select “resume application”
- All W2’s for 2016. (**Must be copied onto an 8 ½ x 11 piece of paper for faster processing**)
- 1099’s for Employment, IRA, Pensions/Annuities (if you have entered figures on lines 15 and 16 of the Federal 1040), Unemployment compensation, Cancellation of Debt. (**Copy onto an 8 ½ x 11 piece of paper**)
- 2016 Federal Tax Return - 1040-1040A-1040EZ (please submit a **complete copy with all schedules** (A, B, C, D, E, etc.) for 2016. You do not need to submit any worksheets.
- State Tax Return for 2016 – form 540
- All 2016 Business Tax returns, such as K1s, Form 1065 for partnerships and form 1120 for Corporations owned 25% or more.

**Please do not send originals, as they cannot be returned.** Faxed or emailed information cannot be accepted. You will receive an email confirmation when your application and documents have been received by FAST.

**Complete** application packages (all requested forms) will be processed. **Incomplete packages will not be processed nor considered by the Financial Aid Committee.**

**IF MAILING: PLEASE SEPARATE DOCUMENTS USING A PAPERCLIP OR POST-IT NOTE  
DO NOT FOLD, BEND, OR STAPLE PAPERWORK MAILED TO FAST**

**Important:** If mailing, please put “Chaminade” under your return address. Be sure to include your student’s name with the documents. The FAST mailing address can be found on the quick processing page.