



## 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 the PFS or separately, using one of the envelopes provided in the Instruction Booklet.

1. Fill out this cover sheet.
2. Gather one copy (not an original) of each document you have been instructed to send to SSS. Do not use paper-clips or staple the documents. For documents smaller than 8 1/2" x 11" (e.g., some W2s), copy these documents onto a full size sheet of paper, or tape each one to a full size sheet of paper.
3. In the top margin of each document, write the telephone number you used on the PFS. If any document does not have the name of Parent A, Parent B, or one of the student applicants, write Parent A's name at the top of the document.
4. Enclose this cover sheet and the documents in one of the envelopes provided in the Instruction Booklet.
5. Mail the envelope at least 10 days before your school's deadline to allow for mail delivery and processing time.

Mail to:

School and Student Services  
PO Box 449  
Randolph, MA 02368-0449

For overnight mail, use this address: School and Student Services, 437 Turnpike Street, Canton, MA 02021.

### Your PFS Identification Number: \_\_\_\_\_

If you submitted your PFS at an earlier date and you provided an e-mail address, you should have received e-mail confirmation that included a PFS ID number. It's okay to leave this line blank if you do not know your PFS ID number.

#### 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.  
Enclose the documents you have been instructed by schools to send to SSS.

- |   |  |
|---|--|
| <input type="checkbox"/> Parents' Financial Statement | <input type="checkbox"/> Schedule C  |
| <input type="checkbox"/> 2009 1040, 1040A or 1040EZ   | <input type="checkbox"/> 1099 Form   |
| <input type="checkbox"/> 2010 1040, 1040A or 1040EZ   | <input type="checkbox"/> SSS Business/Farm Statement ( <i>This is an SSS form.</i> ) |
| <input type="checkbox"/> 2009 W2 Form                 | <input type="checkbox"/> Other Form _____  |
| <input type="checkbox"/> 2010 W2 Form                 |  |

