**Financial Aid Checklist**

**Step 1:** Complete the Online FAST application  
- It can be found at [www.chaminade.org/financialaid](http://www.chaminade.org/financialaid)  
- Due no later than January 10, 2020

**Step 2:** Submit the following supporting documents through the FAST system or by mail no later than January 10, 2020. **Social Security numbers should be blacked out.** In Quick Processing select the gray box that reads “Submit Supplemental and/or International Documents”  
- Last paystub of the year for 2019 for all employers, if receiving unemployment, workers compensation or disability please submit that information. All items should be copied on to an 8 ½ x 11 sheet of paper.  
- **Self Employed:** Submit the first two pages of your 2018 form 1040 and any schedules that are applicable including schedules C & E. *If previously submitted this is not needed.*  
- Supporting information for receipt of CalFresh, SNAP or Section 8 housing benefits.  
- Documentation regarding child support – court order or check copy.  
- Current mortgage statement or page 1 of rental agreement.  
- Form 4506-T available on the Chaminade financial aid webpage.  
- **New Financial Aid Applicants:** If requesting aid of $5,000 or more, please provide a current credit report. For a free credit report go to [www.annualcreditreport.com](http://www.annualcreditreport.com). One credit report per family, disclaimer pages are not needed.  
- Additional documents may be requested at the time of review.

**Step 3:** Check email regularly for any correspondence from the Chaminade financial aid office. Only complete applications, including follow up questions answered will be considered by the Financial Aid Committee.

**Step 4:** Submit the following tax documents to FAST no later than March 16, 2020. **Social Security numbers should be blacked out.** In Quick Processing select “Upload my documents”  
- All W2’s and 1099’s for the 2019 year, these must be copied onto an 8 ½ x 11 sheet of paper for faster processing.  
- **2019 State (form 540) and Federal (form 1040) Tax Return.** This would include pages 1 and 2 and all applicable schedules (A, B, C, D, E, etc.). **You do not need to submit anything that is labeled a worksheet, e-file form, payment voucher or cover page.**  
- **2019 Business Tax Return.** This includes forms K1, 1065, and form 1120 for any corporations where you own 25% or more.

*If mailing documents to FAST please do not send any original documents as they cannot be returned. Do not fold, bend or staple any paperwork that is being mailed. Faxed or emailed documents cannot be accepted. You will receive an email confirmation when your documents have been received by FAST. The address for mailing will be found on the Quick Processing page through the FAST application system. It is preferred to submit them through the FAST system.*

*Awards granted will be contingent upon receipt and review of 2019 tax documents. Discrepancies will be evaluated and awards may be adjusted if deemed appropriate by the Financial Aid Committee. Failure to submit taxes could result in the award being rescinded.*

**Contact:** Mrs. Bo Anderson, Director of Financial Aid  * financialaid@chaminade.org