

Sedbergh School/FAST Application Documents Checklist

Please send a copy of the following items for 2009.

To Send

- T4 – “Do not send pay stubs or earning statements”.
- T1 – Federal Tax Return (please send complete copy of only the current year taxes, unless otherwise requested by your school).
- Notice of Assessment
- If you own the home you live in, please send proof of Property Taxes paid
- T5 – Dividends income
- T4E – Employment Insurance and Other Benefits
- Documentation for misc income (i.e. gambling, rental income, CPP, etc.)
- T2125 - Statement of Business or Professional Activities

Please do not send originals, as we can not return these items.

Tax forms should reach us at least **10 business days** prior to your school's deadline. If you are unsure of the application deadline, please call your school. FAST cannot adjust the deadline.

Please send all items requested, so that we may process your application in a timely manner.

Complete application packages (all requested forms) will be processed first, before packages that are missing requested information. Incomplete packages will not be processed until all forms are received.

You will receive an email confirmation when your tax forms and your application have been completely processed by FAST.

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 early.

PLEASE DO NOT FOLD, BEND, OR STAPLE PAPERWORK MAILED TO FAST as this will delay processing your application.

**Mail To: FAST Processing
1316 North Union Street
Wilmington DE USA 19806-2594**