



FI-03: PFS Documentation Cover Sheet

Always include this cover sheet when sending any documents.

Complete this cover sheet and send with *all* documentation supporting your Parents' Financial Statement (PFS).
 Fill in your *PFS ID Number* and all fields in the *Household Information* and *Documentation* sections. Please print legibly.

YOUR PFS ID NUMBER: _____

Household Information

Parent/Guardian A

Last name _____ First name _____
 Address _____ Suite/Apt. No. _____
 City _____ State/Province _____ Zip/Postal Code _____
 Country _____ Date of Birth *mmdyy* _____
 Email _____

Parent/Guardian B

Last name _____ First name _____
 Address _____ Suite/Apt. No. _____
 City _____ State/Province _____ Zip/Postal Code _____
 Country _____ Date of Birth *mmdyy* _____
 Email _____

Documentation

Select all documents you will be mailing along with this cover sheet.

- Parents' Financial Statement (PFS)
- 1040, 1040A, 1040EZ
- W2 Form
- 1099 Form
- Business/Farm Statement
- Other Tax Form _____
- Additional School Request (ASR)
- PFS Change Request Form
- Other Form _____

Mailing Instructions

Gather all tax and required documentation and bundle with this cover sheet. **Do not staple or put checks or forms on top of this cover sheet.**

Mail cover sheet and documentation to:
School and Student Services By NAIS
PO Box 449
Randolph, MA 02368-0449 USA

For Office Use Only