

Checklist for Documents that must be mailed to FAST

After submitting your 2017 – 2018 tuition assistance application electronically via the FAST link on Wingra School's website (www.wingraschool.org), **you need to mail (unless you are able to use the scanning option) a copy of the following items to FAST (must be postmarked by March 15, 2017):**

- 2016 W2's – **AND** your last pay stub of the year
- 2016 W-2G needed for gambling winnings
- 2016 1099's for IRA, Pensions/Annuities (if you have entered figures on lines 15 and 16 of the Federal 1040), Unemployment compensation, Cancellation of Debt
- Federal 2016 Tax Return – 1040 or 1040A or 1040 EZ (please send complete copies, including all schedules)
- All 1040 schedules, including but not limited to: Schedule C or C-EZ (Business Income)
Schedule D (Capital Gains)
Schedule E (Supplemental Income)
- Wisconsin 2016 Tax Return (and any other state in which you are required to file)
- All Business Tax returns, such as K1s and 1120 for S Corp (if your business is incorporated)
- If you own the home you live in, please send a copy of your 2016 Property Tax bill
- Documentation for Alimony and/or Child Support received in 2016

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

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

Complete application packages (all requested forms) will be processed. Incomplete packages will **not** be processed.

Faxed information cannot be accepted.

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

Please do your taxes early. Wingra School has limited tuition assistance funds which will be distributed first to those meeting the application deadline. Applications received after the deadline will be considered only if there are remaining funds.

PLEASE DO NOT FOLD, BEND, OR STAPLE PAPERWORK MAILED TO FAST as this will delay processing your application. Preaddressed envelopes are available in the school office.

Mail To: Independent School Management
Attn: FAST Processing
1316 North Union Street
Wilmington DE 19806-2594

IMPORTANT Deadline for mailing all items is March 15, 2017.