






Student Financial Services
 University of Pennsylvania
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 Email: srfdocs@exchange.upenn.edu
 Fax: (215) 573-5428

Cover Sheet and Tax I.D. / Non-Tax Filer Form Academic Year 2014-2015

Submit a Cover Sheet each time you fax, email or mail documents

DO NOT submit duplicate documents

➡ Email to srfdocs@exchange.upenn.edu as an attachment

-  Please note that emailing documents may compromise security
-  We can accept these attachment types only: .pdf .tif .doc .docx .txt .jpg .rtf .xls .xlsx
-  We cannot accept compressed or zipped files

➡ Fax to 215-573-5428 (documents are received electronically)

- Be sure to fax both sides of 2-sided documents

Student Information Check one: Applicant Undergraduate (Penn) Student Graduate/Professional (Penn) Student

Penn I.D. or Social Security Number _____ Email _____ @ _____

Last Name _____ First _____ Initial _____ Birthdate _____

Parent Information

Mother's Full Name _____ Custodial Noncustodial

Father's Full Name _____ Custodial Noncustodial

Please note the **documents you are submitting** with this cover sheet below: Number of pages: _____

_____	_____
_____	_____
_____	_____
_____	_____

Non-Tax Filers (if you or your parents will not file taxes for 2013 you are required to complete this section)

- I, **the student**, certify that I did not file and am not required to file an income tax return for 2013.
- I/we, **the parent(s)**, certify that I/we did not file and am/are not required to file an income tax return for 2013.

Certification and Signature

I/we certify that the information provided on all financial aid applications is true, complete, and correct to the best of my knowledge.

Student signature _____ Date _____

Parent signature _____ Date _____