

Student Financial Services University of Pennsylvania 005 Franklin Building 3451 Walnut Street Philadelphia, PA 19104-6270 www.sfs.upenn.edu **Email: srfsdocs@exchange.upenn.edu Fax: (215) 573-5428** 

## Cover Sheet and Tax I.D. / Non-Tax Filer Form

Academic Year 2014-2015

| <ul> <li>Please note that emailing documents may compromise security</li> <li>We can accept these attachment types only: .pdf .tif .doc .docx .txt .jpg .rtf .xls .xlsx</li> <li>We cannot accept compressed or zipped files</li> <li>Fax to 215-573-5428 (documents are received electronically) <ul> <li>Be sure to fax both sides of 2-sided documents</li> </ul> </li> <li>Student Information Check one:  <ul> <li>Applicant</li> <li>Undergraduate (Penn) Student</li> <li>Graduate/Professional (Penn) Student</li> </ul> </li> <li>Penn I.D. or Social Security NumberEmail@</li></ul>   | Submit a Cover Sheet each time you fax, email or mail documents<br>DO NOT submit duplicate documents  |  |  |  |
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| 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) <ul> <li>Be sure to fax both sides of 2-sided documents</li> </ul> <li>Student Information Check one: <ul> <li>Applicant</li> <li>Undergraduate (Penn) Student</li> <li>Graduate/Professional (Penn) Student</li> </ul> </li> <li>Penn I.D. or Social Security NumberEmail@</li>  | Email to srfsdocs@exchange.upenn.edu as an attachment   |  |  |  |
| 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  Wother's Full Name Custodial Noncustodial Please note the documents you are submitting with this cover sheet below: Number of pages: Custodial 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.  Certification and Signature Ive certify that the information provided on all financial aid applications is true, complete, and correct to the best of my knowledge. Student signature Date Date Date  | Please note that emailing documents   | may compromise security                      |  |  |
| 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 NumberEmail@   Last NameFirstInitialBirthdate   Parent Information   Mother's Full NameCustodialNoncustodial   Father's Full NameCustodialNoncustodial   Please note the documents you are submitting with this cover sheet below: Number of pages:   | 🥪 We can accept these attachment type   | es only: .pdf .tif .doc .docx .txt .jpg .rt  | f .xls .xlsx                             |  |
| 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 NumberEmail@  Last NameFirstInitialBirthdate  Parent Information  Mother's Full NameCustodial      Noncustodial  Please note the documents you are submitting with this cover sheet below: Number of pages:  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/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  | ₩e cannot accept compressed or a second | zipped files                                 |  |  |
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| Last Name       First       Initial       Birthdate         Parent Information       Custodial       Noncustodial         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:         Please note the documents you are submitting with this cover sheet below:       Number of pages:  | Student Information Check one: D Applica  | ant 🛛 Undergraduate (Penn) Student           | Graduate/Professional (Penn) Student     |  |
| Parent Information         Mother's Full Name       Custodial         Father's Full Name       Custodial         Please note the documents you are submitting with this cover sheet below: Number of pages:  | Penn I.D. or Social Security Number   | Email  | @  |  |
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| Please note the documents you are submitting with this cover sheet below: Number of pages:   | Mother's Full Name  |  | Custodial 🛛 Noncustodial                 |  |
| 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  | Father's Full Name  |  | Custodial 🛛 Noncustodial                 |  |
| <ul> <li>I, the student, certify that I did not file and am not required to file an income tax return for 2013.</li> <li>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.</li> </ul> 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   | Please note the <b>documents you are submit</b>   | t <b>ing</b> with this cover sheet below: No | umber of pages:                          |  |
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| Parent signatureDate   | Student signature   |  | Date                                     |  |
|  | Parent signature  |  | Date                                     |  |