Penn Student Registration & Financial Services

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

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

Academic Year 2011-2012

Please follow these instructions:

❗ Submit a Cover Sheet each time you fax or mail documents
For additional copies of this form, visit www.sfs.upenn.edu (Forms and Applications)

➡️**Fax to 215-573-5428 to expedite processing and ensure the security of your information.**
  ▪ Be sure to fax both sides of 2-sided documents
  ▪ **DO NOT** submit duplicate applications and tax returns

If you are not able to submit documents via fax, you can mail or email them to the above address. Please note that mailing or email may be less secure and/or delay processing. If mailing paper, please **do not staple forms**.

Student Information Check one: ☐ Applicant ☐ Undergraduate Student ☐ Graduate/Professional 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 did not or will not file taxes for 2010, 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 2010.
☐ I/we, **the parent(s)**, certify that I/we did not file and am/are not required to file an income tax return for 2010.

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_____