

FY2021 Child Care Scholarship Required Documentation Cover Sheet

Secure Electronic Document Submission Only:
Secure Fax: 617-495-4124. OR Secure Document Transfer: <https://security.harvard.edu/secure-file-transfer> and address to natalie_beaumont-smith@harvard.edu
NOTE: Image file size 2MB or greater if sending jpg files

Name: _____ Harvard ID: _____ Application Number: _____

PLEASE READ EACH SECTION BELOW CAREFULLY
and check 1 of the 2 boxes for EACH document.

These documents verify your gross projected household income for **July 1, 2020 – June 30, 2021** and the prior year's income

Tax Documents—2019 (black-out SSNs):

US Citizens/Permanent Residents

Non-Residents for Tax Purposes

En-closed Today	Does Not Apply	Form 1040
<input type="checkbox"/>	<input type="checkbox"/>	Please submit the first two pages AND Schedule 1 of your 2019 federal tax return (Form 1040). <u>Pages 1 & 2:</u> Household & income information and signature pages (unsigned e-filing is ok); AND <u>Schedule 1:</u> Additional income page, if available (see next section) If you file separately from your spouse, please also include these pages of their federal tax return.
<input type="checkbox"/>	<input type="checkbox"/>	IF you have a Schedule 1 (Form 1040): If there are non-zero entries on the following lines on your Schedule 1, you will need to submit the following additional schedules: <u>Line 3:</u> —SUBMIT Schedule C <u>Line 5:</u> —SUBMIT Schedule E.
<input type="checkbox"/>	<input type="checkbox"/>	IRS Filing Deadline Extension Request (Form 4868): Please submit a copy of the request. You will later need to submit the filed tax forms in order to claim your scholarship.

En-closed Today	Does Not Apply	Form 1040 NR or 1040 NR-EZ
<input type="checkbox"/>	<input type="checkbox"/>	Please submit the first two pages of your 2019 federal tax return (Form 1040 NR or NR-EZ). <u>Page 1:</u> Household and income page; AND <u>Page 2:</u> Signature page If you file separately from your spouse/partner, please also include these same pages of their federal tax return.
<input type="checkbox"/>	<input type="checkbox"/>	Additional income: If you or your spouse/partner have self-employment income or received 1099 MISC forms OR you earn rental income or participated in a corporate partnership – i.e. there are non-zero entries on the following lines: <u>1040 NR:</u> line 13—SUBMIT Schedule C <u>1040 NR:</u> line 18—SUBMIT Schedule E
<input type="checkbox"/>	<input type="checkbox"/>	Recent arrivals to the US: If you did not file taxes in the U.S. last year and/or your financial documents originate in a country other than the US, please submit comparable documentation to demonstrate prior year income.

Spouse/Partner Documentation—2020-2021

<input type="checkbox"/>	<input type="checkbox"/>	Pay stubs or contracts: Copies of spouse/partner's pay stubs from the two most recent consecutive pay periods. If the position will begin in the future, please submit the offer letter. If currently on furlough, please submit furlough notification letter + 2 older paystubs
<input type="checkbox"/>	<input type="checkbox"/>	Self-employment: Schedule C from the 2019 federal tax form 1040 as indicated above.
<input type="checkbox"/>	<input type="checkbox"/>	Formal Unpaid Internship / Volunteer Work: An affidavit / formal letter of unpaid employment from the employer if your spouse/partner is working, but not paid.
<input type="checkbox"/>	<input type="checkbox"/>	Student Verification: Verification of spouse/partner student status from their school.

Your Additional Income Documentation—2020-2021

<input type="checkbox"/>	<input type="checkbox"/>	Pay stubs or contracts for you: If you have a second job please submit copies of pay stubs from the two most recent consecutive pay periods. If the position will begin in the future, please submit the contract letter.
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