

FY2024 Child Care Scholarship Required Documentation Cover Sheet

Secure Electronic Document Submission Only:
Secure Fax: 617-495-4124. OR Send Secure using Harvard's MS Outlook email client OR Secure Document Transfer: <https://security.harvard.edu/secure-file-transfer>. Address to natalie_beaumont-smith@harvard.edu (you will get a download confirmation with either option
NOTE: Image file size 1MB 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, 2023 – June 30, 2024** and the prior year's income

Tax Documents—2022 (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 2022 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 2022 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 (Schedule 1): 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>Schedule 1:</u> line 3—SUBMIT Schedule C <u>Schedule 1:</u> line 5—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—2023-2024

<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.
<input type="checkbox"/>	<input type="checkbox"/>	Self-employment: Schedule C from the 2022 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—2023-2024

<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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