



## 2018-19 Financial Aid Checklist

First, complete the Parents' Financial Statement, at <http://sss@solutionsbySSS.com>.

Once that is complete, SSS will give you a list of some forms Billings requires. The full list of required items follows. These should be uploaded directly to SSS.

- Completed IRS Form 1040 as filed with the IRS, including all schedules and attachments, for 2016 and 2017. Do not upload a draft to SSS
- Forms W-2 for all employment for 2016 and 2017
- Form W-2 Summaries for all W-2s
  - If you own a business, the business' tax return, including the Schedule K-1 from it
- Schedules K-1 for all other partnerships, S-Corporations and LLCs in which the family has an ownership interest, if applicable
- Completed IRS Form 4506T-EZ listing both 2016 and 2017, signed and dated
- The Billings Financial Aid Questionnaire
- A copy of your most recent mortgage statement
- Any additional information the family would like to share
- Any additional information requested by the Financial Aid Committee.

If you uploaded your 2016 tax information to Billings last year, please DO NOT upload the forms again.

In the case of separated families, **each parent** (and other adults in the same household) must supply the above information. Financial information is not shared between families.

Incomplete files will be considered only after we have considered all complete files. No awards will be made until an applicant's file is complete.

### Common Concern:

Some families are unable to complete their income tax returns by the submittal date. If you are unable to complete your form 1040 in time, please estimate when it will be complete and contact financial aid officer Kristin Knopf. DO NOT send a draft to SSS.

### Deadlines and Dates:

- **January 10, 2018** Financial Aid Info Night at Billings, 7:00pm, West Hall
- **February 8, 2018** Deadline for the SSS application and to upload tax documents

If you have any questions or concerns, please contact Kristin Knopf, Business Officer and Financial Aid Officer at (206) 971-3106 or via email at [kristink@billingsmiddle school.org](mailto:kristink@billingsmiddle school.org).