



**PFS Documentation Cover Sheet**

*Always include this cover sheet when sending any documents.*

Complete this cover sheet and send with *all* documentation supporting your Parents' Financial Statement (PFS).  
 Fill in your *PFS ID Number* and all fields in the *Household Information* and *Documentation* sections. Please print legibly.

**YOUR PFS ID NUMBER:** \_\_\_\_\_

**Household Information**

Parent/Guardian A

Last name \_\_\_\_\_ First name \_\_\_\_\_  
 Address \_\_\_\_\_ Suite/Apt. No. \_\_\_\_\_  
 City \_\_\_\_\_ State/Province \_\_\_\_\_ Zip/Postal Code \_\_\_\_\_  
 Country \_\_\_\_\_ Date of Birth *mmdyy* \_\_\_\_\_  
 Email \_\_\_\_\_

Parent/Guardian B

Last name \_\_\_\_\_ First name \_\_\_\_\_  
 Address \_\_\_\_\_ Suite/Apt. No. \_\_\_\_\_  
 City \_\_\_\_\_ State/Province \_\_\_\_\_ Zip/Postal Code \_\_\_\_\_  
 Country \_\_\_\_\_ Date of Birth *mmdyy* \_\_\_\_\_  
 Email \_\_\_\_\_

**Documentation**

Select all documents you will be mailing along with this cover sheet.

- Parents' Financial Statement (PFS)
- 1040, 1040A, 1040EZ
- W2 Form
- 1099 Form
- Business/Farm Statement
- Other Tax Form \_\_\_\_\_
- Additional School Request (ASR)
- PFS Change Request Form
- Other Form \_\_\_\_\_

**Mailing Instructions**

Gather all tax and required documentation and bundle with this cover sheet. **Do not staple or put checks or forms on top of this cover sheet.**

Mail cover sheet and documentation to:  
**School and Student Services By NAIS**  
**PO Box 449**  
**Randolph, MA 02368-0449 USA**

For Office Use Only

