



## Financial Aid Application Documentation

The financial aid application is based on a variety of financial information for your household. To ensure the application process is smooth and your entries are accurate, it might be helpful to have the following documents readily available when completing your application:

- Paystub(s) for all current employment
- W2 form(s)
- Federal Tax Return
- Business Income Documentation (Schedule C or Business Returns 1065, 1120, 1120S)
- Benefit Statements for Federal/State Assistance or Veteran Affairs
- Mortgage/rent details for all properties including utilities, property tax, and insurance
- Medical Expense information
- Childcare or Elderly care documentation
- Retirement, savings, and asset documentation
- Vehicle payment and insurance information

Once you finish the application questions, a list of required documents will display based on your household's current situation. For reference, below is a list of the documents typically requested. Documentation should be submitted at the time the application questions are completed.

- Most recent pay stubs
- Most recent W-2 forms for all jobs
- Mostly recently filed Federal Tax Return and all Schedule Attachments

Depending on your situation, you may also need to include:

- Most recently filed Business Tax Return 1065, 1120, 1120S and K-1 form(s)
- Unemployment Income; Social Security income; Assistance Benefits; Child Support; etc.

Each document must be uploaded separately under the appropriate document type, with a unique file name, for your application to automatically move into "Documents Received" status to proceed in the verification process. Applications submitted without documentation will not be processed. If you are unable to provide any of the aforementioned items, please submit a Special Circumstance Letter indicating which document(s) you are unable to provide and why.

If you need assistance with your application, you can contact the Blackbaud Financial Aid Management Parent Contact Center at 1-800-360-8027, via email at [financialaidsupport@blackbaud.school](mailto:financialaidsupport@blackbaud.school), or by using the chat icon in the lower right corner of the screen when you are logged into your Blackbaud account.