



Financial Aid Application Tips

All documents should be uploaded to your Financial Aid Portal online.

The Financial Aid Office will review uploaded materials and update the Financial Aid Checklist to reflect all documents received and any additional documents required to complete your application.

Please allow 2-4 business days for uploaded documents to be processed.

Tax Returns & W-2 Forms

- Barnard requires a full copy of all tax returns, including all tax schedules and federal statements. Tax returns will be marked 'Incomplete' if a full copy of the tax return is not received.
- Barnard requires copies of all original W-2 and 1099 forms as provided by employers. **W-2 summaries from state tax returns are not accepted as a replacement for the employer-issued W-2 forms.**
- Please be sure to submit **ALL** W-2 forms issued for 2018. The W-2 requirement will be marked 'Incomplete' if our office does not receive all W-2 or 1099 forms reported on the tax return (line 7 on the 1040 tax returns).
- If your parent does not receive a W-2 form and doesn't report any W-2 income on their tax return, the W-2 requirement will be waived when the tax return is reviewed.
- If a student W-2 is requested and you did not receive a W-2 for your earnings, please submit either your tax return **OR** a [Student Tax Non-Filer Certification Form](#). The W-2 requirement will be waived when the form is reviewed if no W-2 income is reported.
- If you worked on Barnard's campus and you need to request a new copy of your W-2 form, please email payroll@barnard.edu.

Corporate & Partnership Tax Returns (Form 1065, 1120, 1120S)

- If parents are self-employed or hold any interest in a business (Partnership, Corporation, or S-corporation), you must also submit the full tax return for that business, including all pages and schedules as well as the parent K-1s.

Parent Tax Non-Filer Certification Forms

- If neither parent filed a tax return, [Barnard Parent Tax Non-Filer Certification Forms](#) should be submitted from each parent. Parent Tax Non-Filer Forms should be submitted by any parent who is not required to file a tax return.

Verification Documents (for those selected for verification by FAFSA)

- All Verification Worksheets must be signed by the student and a parent. If parents are divorced or separated, the form must be signed by the **custodial parent**.
- We highly recommend using the IDRT on the FAFSA website if you are eligible. If you are not able to use the FAFSA IDRT, you should [request a Tax Return Transcript from the IRS](#) instead.