



# 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 1 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](mailto: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.