

Harvard Law School Student Financial Services

Document FAX Cover Sheet

Submitting your documents via FAX:

(1) Fax for Entering Students (JD 2020 ONLY): 978.367.9460
(2) Fax for Returning/Continuing Students: 617.496.5453

Please attach this cover sheet to all forms you submit to our office VIA FAX. We are a paperless office and use a document management system to store all data electronically. The use of this cover sheet allows us to quickly process your information and get it stored accurately. This information provided on this sheet must be typed in order for our system to properly route your information. If you do not accurately and completely type this information there may be delays in processing.

INSTRUCTIONS:

1. Select the academic year for which you are applying for aid and making this document submission
2. Select the household for which this document submission is being made.
3. Select the appropriate document type. Use a separate cover sheet for every main tax form you are submitting via FAX (1040, 1065, 1120, or 1120S). Do not send multiple business forms or a 1040 and a business form with the same cover sheet.

Drop Down List Options 01-04: Use these options if you are submitting a main tax form (1040, 1065, 1120, or 1120S) to our office. In these cases ALL supporting W2s, schedules, and K1s which correspond to a given main document type can be attached under ONE cover sheet which uses this main tax form document type as the selected option.

Drop Down List Options 05-08: Use these options when you are submitting W2s, 1040 schedules and/or K1s AFTER you have already submitted your main tax form to our office.

Drop Down List Options 09-11: Use these options for all other documents types that do not fit into options 01-08

4. Enter student's last name as on file with Harvard Law School.
5. Enter only last 4 digits of student social security number (DO NOT enter full SSN).
6. If this submission is for a 1065, 1120, 1120S, or a schedule C with a tax ID, please enter the Federal business employer tax ID. **THIS IS CRITICAL.**

1. Academic Year Applying for Aid:
2. This Information is Being Submitted for:
3. Type of Document Being Submitted:

4. **Student's** Last Name:

5. Last 4 Digits of **Student's** Social Security Number:

6. Federal Employer Tax ID **DO NOT USE DASHES** (REQUIRED for Business Forms):