



# Instructional Fee Aid Form 2011-2012

Angel Name: \_\_\_\_\_

Parent Name: \_\_\_\_\_

This form must be postmarked no later than September 24th, 2011

**The Singing Angels**  
**3615 Euclid Avenue #4**  
**Cleveland, Ohio 44115**  
**Attention Robin Johnson**  
or [robin@singingangels.org](mailto:robin@singingangels.org) fax 216.432.1964  
**Questions 216.432.5555 x10**

## TO COMPLETE THIS APPLICATION YOU WILL NEED TO INCLUDE:

1. Detailed copies of all pages and Schedules of your last year's Federal Income Tax Return Forms 1040, 1040A or 1040EZ (**as filed with the IRS**) for individuals listed in Section A. E-file Recaps and/or Summary Forms are not acceptable. If you file Schedule E with your tax return for a Partnership or S Corporation, you must provide copies of your Schedule K-1. Also, provide Form 1065 and/or Form 1120S (as applicable). If you are not required to file a tax return, see the REQUIRED DOCUMENTATION section of the INSTRUCTIONS.
2. Copies of all last year's of W-2 Wage and Tax Statement Forms

**IMPORTANT: If the above items do not accompany this application, your application will not be processed.**

Keep a copy of this application for your records.

**Instructional Fee Aid Form 2011-2012**

**\*IMPORTANT: Print clearly and neatly with a ball point pen\***

**A**

**PARENT, GUARDIAN OR OTHER ADULT RESIDING WITH STUDENT**

**Circle one:** Father      Mother      Stepfather      Stepmother      Other Adult

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ MI \_\_\_\_\_

( )  
Social Security Number \_\_\_\_\_ Age \_\_\_\_\_ (Area Code) Home Phone \_\_\_\_\_

Address \_\_\_\_\_ Apt # \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

( )  
Occupation/Title/Rank \_\_\_\_\_ (Area Code) Work Phone \_\_\_\_\_

If you are self-employed, check this box

E-mail address \_\_\_\_\_  
May SA contact you at work if there are any questions?

Employed by \_\_\_\_\_ How Long? \_\_\_\_\_  Yes  No

**B**

**HOUSEHOLD INFORMATION**

1. Number of individuals who will reside in my/our household during the 2011-2012 school year. a. \_\_\_ Adults b. \_\_\_ Dependent Children (these two totals must equal on your exemptions on your tax form)

**C**

**TAXABLE INCOME  
PLEASE ATTACH COPIES OF PAST YEAR FEDERAL INCOME TAX  
FORMS AND W-2(S)**

**D**

**UNUSUAL CIRCUMSTANCES**

Check all that apply to your situation:

- a.  Loss of job
- b.  Recent Separation/Divorce
- c.  Change in family living status
- d.  Change in work status
- e.  Bankruptcy
- f.  College expenses
- g.  Income reduction
- h.  Illness or injury
- i.  Death in the family
- j.  Shared custody
- k.  High debt: Explain: \_\_\_\_\_
- l.  Child support reduction
  - m.  Medical/Dental expenses
- n.  Shared Tuition
- o.  Other (Summarize) \_\_\_\_\_

**E**

**EXPLANATIONS (USE THIS SPACE TO EXPLAIN ANY ANSWERS WHICH MAY NEED CLARIFICATION)**

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**F**

**CERTIFICATION, AUTHORIZATION AND DOCUMENTATION CHECKLIST**

**WHAT WE NEED TO PROCESS THIS APPLICATION**

**IF ANY OF THE FOLLOWING IS MISSING, YOUR APPLICATION WILL NOT BE PROCESSED.**

- 1. This application form filled out in its entirety, SIGNED AND DATED BELOW by the Parent or Guardian listed in Sections A and B.**
- 2.**

<b>IF YOU HAVE FILED A FORM 1040:</b>	<b>IF YOU HAVE NOT YET FILED A IRS FORM 1040:</b>	<b>IF YOU DO NOT FILE AN IRS FORM 1040 AND RECEIVE ONLY TAXABLE INCOME:</b>
A complete photocopy of your Form 1040, 1040A or 1040EZ (as filed with the IRS, with all Schedules, including applicable Schedule K-1, Forms 1065 and/or 1120S), , W-2 Forms, 1099/1099R, or 1098 Forms for any wage-earning adult residing with the applicant(s).	A complete photocopy of your Form 1040 or 1040EZ (as filed with the IRS, with all Schedules, including applicable Schedule K-1, Forms 1065 and/or 1120S), W-2 Forms, 1099/1099R, or 1098 Forms for any wage-earning adult residing with the applicant(s).	Photocopies of your Social Services statement (AFDC, TANF, etc.). Food Stamp Documentation, Housing Assistance documentation, Student loans and/or grant documentation, Social Security income statement showing

I/we declare that the information on this form is true, correct, and complete to the best of our knowledge.

Parent/Guardian A \_\_\_\_\_ Date \_\_\_\_\_

Parent/Guardian B \_\_\_\_\_ Date \_\_\_\_\_

## INSTRUCTIONS

**A**

### PARENT OR GUARDIAN

This form should be filled out by the parent(s) of the child or children joining The Singing Angels (SA). If the parents are divorced or separated, only the parent with legal custody should fill out the form.

Answer *all questions*. **Do not leave any questions blank**

**B**

### HOUSEHOLD INFORMATION

**ITEM 1:** Enter total number of individuals living in household. Do not include children who have moved out of the home. Include all individuals dependent on and residing with parents listed in Sections A.

**C**

### TAXABLE INCOME

**ATTACH COPIES OF THE PAST YEARS FEDERAL INCOME TAX FORMS AND W-2(S)**

**C**

### NON-TAXABLE INCOME

**ATTACH COPIES OF THE PAST YEARS FEDERAL INCOME TAX FORMS AND 1099(S)**

**D**

### UNUSUAL CIRCUMSTANCES

Check any and all items that apply to your situation. If your circumstances require explanation beyond the scope of this application, please include a letter of explanation with this application.

**E**

### EXPLANATION

If any specific question requires clarification, write a brief explanation in this space. If your circumstances require explanation beyond the scope of this application, please notify the SA office at 216-432-5555 ext. 10.

**F**

### CERTIFICATION, AUTHORIZATION, AND DOCUMENTATION CHECKLIST

You **must** sign the form in this section. Your signature authorizes SA to review all items listed in this application. By signing the form, you also certify that the information submitted is correct. This application **CANNOT AND WILL NOT** be processed without the appropriate signature(s) and the appropriate documentation.

### REQUIRED DOCUMENTATION

**IF YOU HAVE FILED YOUR Last year IRS FORM 1040:**

You must submit photocopies of all pages of your last years Federal Tax Return Form 1040, 1040A or 1040EZ (as filed with the IRS, with all Schedules, including applicable Schedule K-1, Forms 1065 and/or 1120s), last years W-2 Forms 2009 1099/1099R, or 1098 Forms for any wage-earning adult residing with the applicant(s). *Do not include your State tax return unless requested.*