

## FAQs – Tax Forms

Synergy School is committed to ensuring that we are accessible to a wide range of families representing broad cultural and socio-economic diversity. At least a third of our families receive assistance ranging from 10% to 90% of tuition. Aid applications are considered separately from the admissions process and all financial information submitted is kept confidential. Aid awards are based on demonstrated need, our commitment to diversity, and the availability of budgeted funds.

### Why does the school want to see my tax information?

Verifying income is one way for the Financial Aid Committee to determine eligibility for tuition assistance.

### When are the tax forms due?

W-2 forms and all pages of your federal and state tax returns are due at the end of February.

### What if I can't complete my returns by the end of February?

The committee requires all W-2, 1099, and K-1 forms, as well as income statements for all businesses you own, until returns are completed. All aid awards are tentative until receipt and review of your completed returns.

### What tax forms are needed?

- Federal tax returns (every page)
- State tax returns
- All W-2 and 1099 forms
- Appropriate schedules for properties or businesses, such as schedule C
- 4506-T form

### How do I submit my tax documents?

You may scan and upload your documents to FAST or mail them to:

Independent School Management  
 ATTN: FAST Processing Center  
 1316 North Union St  
 Wilmington, DE 19806

Be sure to complete the Quick Processing section and print a cover sheet before sending or uploading.

