

TUITION SCHOLARSHIP PROGRAM

Required Documents

2016 W2(s)/1099s Employer issued Statements

- Copies of all W2s and/or 1099s for 2016.

2015 Signed Federal Tax Form 1040/1040A/1040EZ, include Schedules C, E, F and 2015 W2(s)/1099s

- Signed Federal Tax Return ONLY (please do not submit your State of Hawaii Tax Return).
Contact the Internal Revenue Service and request a transcript if you misplaced your forms.

Military LES Form

- Copy of your December 2016 Leave and Earnings Statement.
- Include on application your non-taxable income/benefits – BAH/OHA, COLA, etc.

Food Stamps/TANF/Cash Benefits

- 2016 Benefit Summary for Food Stamps, TANF, Cash Benefits, Welfare or other benefit received.

Social Security

- SSA-1099 for all family members receiving benefits.
- SSI, SSA, SSD statements/letters for all family members receiving benefits.

Unemployment/Worker's Compensation

- Official Unemployment and/or Worker's Compensation award letter.

Custody Agreement/Child Support/Alimony

- Court ordered legal documents showing the awarded amount.

Other Financial Sources

- If a parent does not file taxes, works for cash and/or receives money from family or friends an employment and/or financial assistance verification letter is needed.
 - Employment Verification Letter (Original and on company letterhead)
 - Company Name
 - Employee position
 - Employee hours
 - Annual salary amount
 - Copy of recent pay check
 - Employer signature and must be dated
 - Family members offering financial assistance-notarized letter stating annual amount.
 - Friends offering financial assistance-notarized letter stating annual amount.

*****Include your TADS reference number on ALL documents*****

Please note, additional documentation/forms may be required upon review of your application.

Ways to Submit Documents

- **Upload (Preferred Method)** - Upload your documents at the end of your application and any time after, by logging back into your account.
- **Fax** - Fax your documents to TADS at 612-548-3326
- **Mail** - Mail your documents to:
TADS
110 N. 5th Street, Second Floor
Minneapolis, MN 55403