

FY2026 Child Care Scholarships Required Documentation Cover Sheet

INSTRUCTIONS: Electronic Document Submission:

- Complete the fields below; save the pdf with your name/app#
- Upload this and your supporting documents using the secure uploader in Section #9 of the application
- PDFs are preferred but JPG files (>1MB image size) are ok

Name: _____ Harvard ID: _____ Application Number: _____

PLEASE READ EACH SECTION BELOW and check 1 of the 2 boxes for EACH document.

These non-Harvard documents verify your total gross projected household income for **July 1, 2025 – June 30, 2026** and the prior year's income

Tax Return Documents—2024—verifies prior year income

Enclosed Today	Does Not Apply	US Federal Tax Return: Form 1040, 1040 NR, or 1040 NR-EZ (black-out SSNs)
<input type="checkbox"/>	<input type="checkbox"/>	<p>Please submit the first two pages of your 2024 US Federal Tax Return (Form 1040/NR/NR-EZ).</p> <ul style="list-style-type: none"> • <u>Page 1</u>: Household and income information page (verifies household members and prior year income) • <u>Page 2</u>: Signature page (unsigned e-filing is ok) <p>If you file separately from your spouse, please also include these pages of their federal tax return.</p>
<input type="checkbox"/>	<input type="checkbox"/>	<p>IF you have a NON-ZERO entry on line 8, page 1 of your 1040 federal tax return:</p> <p>You will need to submit the following additional schedules (found further along in your tax return packet) even if it was a loss:</p> <p>Schedule 1 (additional non-salary income summary page). If you had NON ZERO entries on the following lines of your Schedule 1 please also submit the following additional schedules:</p> <p><u>Line 3</u>: —SUBMIT Schedule C (1099 income)</p> <p><u>Line 5</u>: —SUBMIT Schedule E (rental income)</p>
<input type="checkbox"/>	<input type="checkbox"/>	<p>IRS Filing Deadline Extension Request (Form 4868):</p> <p>Please submit a copy of the request. You will later need to submit the filed tax forms in order to claim your scholarship.</p>
<input type="checkbox"/>	<input type="checkbox"/>	<p>Recent arrivals to the US:</p> <p>If you did not file taxes in the U.S. last year and/or your financial documents originate in a country other than the US, please submit comparable documentation to demonstrate prior year income.</p>

Spouse/Partner Documentation—2025-2026—verifies projected income

<input type="checkbox"/>	<input type="checkbox"/>	<p>Pay stubs or contracts:</p> <p>Copies of spouse/partner's pay stubs from the two most recent consecutive pay periods. If the position will begin in the future, please submit the offer letter (verifies employment, hours/week, gross salary)</p>
<input type="checkbox"/>	<input type="checkbox"/>	<p>Self-employment:</p> <p>Schedule C from the 2024 federal tax form 1040 as indicated above (verifies self-employment, typical gross income)</p>
<input type="checkbox"/>	<input type="checkbox"/>	<p>Formal Unpaid Internship / Volunteer Work:</p> <p>A formal letter of unpaid employment from the employer (verifies spouse employment, hours/week, \$0 income)</p>
<input type="checkbox"/>	<input type="checkbox"/>	<p>Student Verification:</p> <p>Verification of spouse/partner student status from their school (verifies student status)</p>

Your Additional Income Documentation—2025-2026—verifies projected income

<input type="checkbox"/>	<input type="checkbox"/>	<p>Pay stubs or contracts for you:</p> <p>If you have a second job please submit copies of pay stubs from the two most recent consecutive pay periods. If the position will begin in the future, please submit the contract letter.</p>
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Any Document Notes?
