



FAST APPLICATION INSTRUCTIONS:

Your income must be verified through tax documents.

If you have not completed your taxes, please save this e-mail for when your taxes are complete. Please check with Rogers Park Montessori School for your tax submission deadline.

To create a bar-coded cover sheet to include with your tax documents, follow the link below and click on "Quick Processing for Tax Documents."

If you have a scanner and wish to electronically submit your taxes to FAST, you can scan in your documentation by clicking "Submit your Tax Forms Electronically" upon completion of the FAST Quick Processing Wizard. Please be advised that if your scanner is not compatible, you will be required to mail in your documentation to FAST.

<https://www.ismfast.com/FastPage.php?id=19fef6bc67a8222e68c8abfe9b7458a7&fm2=y&taxEmail=1>

-OR-

If, for any reason, you are unable to use the Quick Processing Wizard, follow the instructions below to submit your tax documentation to FAST.

Rogers Park Montessori School has requested that you submit copies of the following documentation (if applicable):

- Your 2017 & 2016 federal tax return (1040, 1040A, or 1040EZ)
- Schedule A
- Schedule C
- Schedule E
- Schedule F
- All 2017 & 2016 business taxes and schedules
- All 2017 & 2016 W2's received from employer(s)

Extra documents requested by Rogers Park Montessori School

- Child Support Order
- Educational Support Order

Please follow these procedures for quick and accurate processing:

- DO NOT SEND ORIGINALS (W2 copied on full page please)
- **DO NOT BEND, FOLD, OR STAPLE DOCUMENTS!**
- Please separate documents with a paperclip or sticky notes



Please Note: If your reported income does not qualify you for filing taxes for the 2017 & 2016 tax year, please send the following documents to support income earned:

- SSI/SSDI Benefits Summary
- TANIF Benefits Summary
- Workers Compensation Benefits Summary

Please mail copies of the requested documentation to the address below. Please do not send any originals, and do not fax or e-mail the tax information:

ISM
Attn: FAST Processing
1316 N. Union St.
Wilmington, DE 19806

If you need help, please contact help@ismfast.com or call 877-326-FAST. Thank you for using FAST Powered by ISM.