# 2014 Tax Forms
Office of University Financial Aid

## Student Information

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>SSN</th>
<th>SIS Student ID #</th>
<th>Date of Birth (MM/DD/YYYY)</th>
</tr>
</thead>
</table>

### Students and Parents, please read instructions below:

You are required to submit all forms and documents to DataBank for processing. Documents can be submitted by U.S. Mail or by fax.

Please indicate below the document(s) you are submitting and include this coversheet with the documentation. List the student’s SIS Student ID on each page submitted. This number is available on the My Financial Aid homepage, in the Message Box: http://financialaid.case.edu/myfinancialaid.aspx

If you have any questions, please feel free to contact us at financialaid@case.edu or call 216-368-4530 or 1-800-945-4530.

- **Parent 2014 Tax Return Transcript** — go to: www.irs.gov or call 1-800-908-9946.
- **Parent 2014 W-2(s)** — submit all copies of W-2(s).
  - Do not combine parent and student W-2s when copying or scanning; one type per page.
- **Parent Foreign Tax Return** — submit with English translation and currency conversion.
- **Parent 2014 Tax Extension**: IRS Form 4868.*

- **Student/Spouse 2014 Tax Return Transcript** — go to: www.irs.gov or call 1-800-908-9946.
- **Student/Spouse 2014 W-2(s)** — submit all copies of W-2(s).
  - Do not combine student and parent W-2s when copying or scanning; one type per page.
- **Student/Spouse Foreign Tax Return** — submit with English translation and currency conversion.
- **Student/Spouse 2014 Tax Extension**: IRS Form 4868.*

*If the student is chosen for Verification, all Verification requirements (including the submission of the Parent 2014 Tax Return Transcript or use of Data Retrieval Tool) must be satisfied before Federal and Institutional funds (including CWRU Scholarships) will disburse.

### Please complete this form and submit with above documentation:

Case Western Reserve University  
Office of University Financial Aid  
c/o DataBank  
P.O. Box 614  
Chesterton, IN 46304  
866-645-4210 (fax)

For Office Use Only:  
Aid Year: **2016**  
Document Name:

- FA Parents’ Tax Transcript  
- FA Parents’ W-2 Form  
- FA Parents’ Foreign Tax Return  
- FA IRS Form 4868 Tax Extension  
- **FA Student’s Tax Transcript**  
- **FA Student’s W-2 Form**  
- **FA Student’s Foreign Tax Return**  

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