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### **The College Board's Institutional Documentation Service For New Students**

The College Board's Institutional Documentation Service (IDOC) will start up in early to mid-February for the 2012-2013 Academic Year. At that time the College Board will send anyone who has filed a 2012-2013 Profile instructions on how to submit tax returns and some supplementary documents to Haverford College using a personalized cover letter provided by IDOC. Haverford's deadlines anticipate that most families will be completing their tax return after February 1<sup>st</sup> by specifying that tax returns may be sent to IDOC as soon as they are filed. The College Board will collect the returns and forms at no cost to students and their families and make the information available on a secure server to the colleges you have applied to and use the IDOC service. The instructions from the College Board will provide a cover sheet that must be used to submit information to IDOC.

Haverford College requires all new students to submit the following returns and forms to IDOC (do not send these items directly to the Haverford College Financial Aid Office):

- A signed and complete copy of all pages and schedules of the student's and the parents' 2011 U.S., Puerto Rico, or foreign tax return plus W-2's and 1099's
- Business/Farm Supplement along with complete and signed copies of all pages of 2011 business/corporate returns
- Noncustodial parent's complete and signed copies of all pages and schedules including W-2's of the 2011 U.S., Puerto Rico, or foreign tax returns

More complete information on forms and deadlines is available at <http://www.haverford.edu/financialaid/>.

You may access your personalized cover sheet at <https://idoc.collegeboard.com>. If you have questions about the IDOC service, need additional copies of the IDOC cover sheet, or have questions about the processing status of your family's documents sent to IDOC, go to the IDOC "Frequently Asked Questions" page at [https://idoc.collegeboard.com/idoc/idochelp\\_faq.jsp](https://idoc.collegeboard.com/idoc/idochelp_faq.jsp) or call IDOC at (305)420-3688.

Early Decision applicants who have already been specifically asked to send 2010 tax returns and/or forms directly to the Haverford College before IDOC startup do not have to resubmit the 2010 taxes to IDOC unless directed to do so by the Financial Aid Office. Early Decision admits and those Early Decision applicants deferred to Regular Decision should, however, submit 2011 tax returns to IDOC as soon as they are filed.

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