

Professional Judgment Final Checklist

The following selected documents are included for a Professional Judgment to be exercised (check all that are applicable):

- 2013-2014 Verification Worksheet (Required)
- Written and signed statement explaining reason for request (Required)
- 2012 Tax Transcript, for you, the student (Required)
- 2012 Tax Transcript for your Spouse, if married (Required)
- 2012 W-2(s), for you and your spouse (Required)
- AJMLS/SLS Institutional Non-filers Form (Required – If you did not file a 2012 tax return)
- Letter from IRS confirming that you and/or your spouse's non-filing status (This letter can be obtained by completing Form 4506-T at <http://www.irs.gov/pub/irs-pdf/f4506t.pdf>) and submitting it to the IRS or calling the IRS at 1-800-908-9946. **This is a requirement for all non-filers.** (Required – If you did not file a 2012 tax return)
- Copies of all required receipts for daycare allowance, vehicle repairs, computer purchase, medical expenses not covered by insurance.
- Current check stubs
- Divorce Petition or Decree
- Copies of legal separation and/or notarized statement of separation with effective date
- Separation Notice from employer
- Verification of Unemployment
- Financial Goals Worksheet (obtained at <http://www.nelnet.com/Get-Financially-Fit.aspx?blockid=118,120,121,125,134>) (Required)
- Budgeting Worksheet (obtained at <http://www.nelnet.com/Get-Financially-Fit.aspx?blockid=118,120,121,125,134>) (Required)
- Other: Please explain and submit supporting documentation
