

Professional Judgment Final Checklist

I have included the following documents for a Professional Judgment to be exercised (check all that are applicable):

- ☐ 2012-2013 Verification Worksheet
- ☐ Written and signed statement explaining reason for request
- ☐ 2011 Tax Transcript, for you, the student
- ☐ 2011 Tax Transcript for my Spouse
- ☐ Statement for Non-filers Form
- ☐ 2011 W-2(s)
- ☐ Letter from IRS confirming my and/or my 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.**
- ☐ 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>)
- ☐ Budgeting Worksheet (obtained at <http://www.nelnet.com/Get-Financially-Fit.aspx?blockid=118,120,121,125,134>)
- ☐ Other: Please explain and submit supporting documentation
