

For More Information

Learn more about the opportunities available to finance your college education by visiting City Tech's Office of Financial Aid Website at <http://www.citytech.cuny.edu/financial-aid/>

2017-2018 Financial Aid - New Application Timeline!

FAFSA AVAILABLE OCTOBER 1, 2016

- › Take advantage and file your 2017-2018 FAFSA and TAP applications starting October 1, 2016.
- › Tax year 2015 income information is required.

[LEARN MORE >](#)

Do you have a question about your financial aid application or award status?

E-mail us at: financialaid@citytech.cuny.edu and we will respond promptly to your inquiry (usually 2-3 business days).

Office of Financial Aid	Room NG-13	718-260-5700
Financial Aid Web Lab	Room NG-08A	718-260-5705
Admissions' Office	Room NG-17	718-260-5500
Bursar's Office	Room NG-06	718-260-5510
Registrar's Office	Room NG-15	718-260-5800
Scholarship Office	Room NG-09	718-260-5054



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OFFICE OF FINANCIAL AID

FILING YOUR 2017-18 FINANCIAL AID APPLICATIONS

The U.S. Department of Education has partnered with the Internal Revenue Service to allow you and your parents to transfer your 2015 tax return information directly from IRS records to your online application. Using this option when you complete your FAFSA should allow you to file an application with fewer mistakes.

This booklet covers several topics you should review before you apply for financial aid for the Summer 2017, Fall 2017 & Spring 2018 semesters.



Filing Your FAFSA On the Web (FOTW)



Using the IRS Data Retrieval Tool



What Is Verification & How Does It Affect You?



How To Request a Free IRS Tax Return Transcript



Applying for New York State Aid



How Can I Get a CUNY Scholar Support Card?



Filing Your FAFSA-on-the-Web (FOTW)

File 2015 Income Tax Returns

- You & your spouse (if married) or parents (if dependent) should file 2015 tax returns electronically, if possible
- Wait 2-3 weeks, then proceed with the FAFSA filing process outlined below
- If you are not required to file income taxes, you may skip this step

Collect these items and documents

- Your social security number
- Social security numbers and dates of birth for your parents (if dependent)
- Copies of 2015 tax returns (with W-2s) for you and your spouse (if married) or parents (if dependent) to use for reference when using IRS Data Retrieval option (outlined below)
- Bank, stock, real estate & business records (if applicable) for you and your parents
- Your alien registration number (if you are not a U.S. citizen)

Get an FSA ID for you & one of your parents (if dependent)

- Go to [FSaid.ed.gov](http://fsaid.ed.gov) or click on the **CREATE AN FSA ID** link on any of the Federal Student Aid websites.
- Create a username and password, and enter your e-mail address
- Enter your name, date of birth, Social Security number, contact information, and challenge questions and answers.
- If you have a Federal Student Aid PIN, you will be able to enter it and link it to your FSA ID. You can still create an FSA ID if you have forgotten or do not have a PIN.
- Review your information, and read and accept the terms and conditions.
- Confirm your e-mail address using the secure code, which will be sent to your e-mail address you entered when you created your FSA ID. Once you verify your e-mail address, you can use it instead of your username to log in to the websites

APTS (Aid for Part-Time Study)

If you plan to attend City Tech as a part-time student, you may be eligible for a New York State Aid for Part-Time Study (APTS) award. After completing your New York State TAP application, you will need to complete a CUNY Supplement Form to be considered for this award. Log on to CUNYfirst to access the Supplement Form. The Supplement Form can be found by going to "Self Service" located on the left menu in CUNYfirst. After you are in Self Service, click on the "Student Center" link. Under the Finances Section, you will find the Supplement Form. Select NYT01 for the institution and 2017 for the aid year.



How Can I Get a CUNY Scholar Support Card?

CUNY's Scholar Support Prepaid Card is a faster and easier way for you to get and manage your financial aid and work-study payments. Your financial aid grant, loan and work-study payments are automatically deposited to a prepaid MasterCard on the scheduled disbursement date. There is no more waiting for a check to arrive in the mail. This card is accepted at any store or ATM where MasterCard debit cards are accepted. Learn more about this option and enroll to receive your card at:

<http://www.cuny.edu/admissions/financial-aid/info-resources/scholars-support.html>



Applying for New York State Aid

Tuition Assistance Program (TAP)

When you have finished filing FOTW, click on "Optional Feature — Start your state application" located on the FAFSA Confirmation page to link to New York State's TAP-On-the-Web (TOTW) application. Note: if you are not a New York State resident, this option will not be available to you. TAP gives eligible students full-time and part-time tuition awards to supplement any federal student aid you may be receiving.

Confirmation Page

Confirmation Number: F 07362524

Data Release Number (DRN): 1193

Congratulations, Shevon! Your FAFSA was successfully processed. You should print this page for your records.

Optional Feature - Transfer your federal aid to your brother or sister? Click here to learn more.

Optional Feature - Start your state application - Click here if you want to apply for New York state aid.

New York residents planning to attend a New York school should look for this link

- Review and correct the pre-printed answers on your TOTW application & answer any questions that are missing.
- Your federal PIN serves as your signature for the TOTW application.
- If you (or your parents) did not use a PIN to sign your FOTW application, your FAFSA signature page satisfies the TAP signature requirement.
- NYCCT's TAP School Code is **1405**
- If you did not complete the TOTW application when you filed your FAFSA, you will be sent an email reminder to file your TOTW application at: <http://www.hesc.ny.gov>.
- You will receive an email TAP Award Notification in 3-4 weeks after completing your application.

File your FAFSA on the Web (FOTW) at: <http://www.fafsa.gov>

- The FAFSA is used to apply for Federal Pell Grant, SEOG, Work-Study and Student Loans
- Select "Start A New FAFSA" from the FAFSA homepage & choose "**2017-2018 FAFSA**" from the application choices
- When prompted, sign the application with your PIN
- If eligible, use the IRS Data Retrieval option** to import 2015 IRS Income Tax data to the FAFSA (see next page for more information)
- FOTW gives assistance with every question with its "Help & Hints" section on the right hand side of the website

Help and Hints

The student's first name

You must enter the student's first name.

Use the student's proper name, not a nickname. The student's first name must match the first name on his/her Social Security card.

The student's entry must contain only letters (A-Z), numbers (0-9), periods (.), apostrophes ('), dashes (-), or blanks (spaces). No other characters are allowed.

[More >>](#)

- Under the School Selection Option, enter NYCCT's Federal School Code: **002696**

STUDENT

School Selection

Based on the information you provided, we have determined that you may qualify for federal student aid. Continue through the application for us to determine how much aid you can receive.

Application was successfully saved.

You can add up to 10 colleges to your FAFSA. If you know your college's school code, use the option to the right to search. If you need help finding your college, use the state (required), city (optional), and school name (optional) fields to begin your search.

State: City: School Name: Federal School Code:

[Search Tips](#)

- When finished, print your FAFSA data and the Confirmation page as proof that you submitted your FAFSA successfully
- You can download your application results (called a Student Aid Report or SAR) in 3-5 days from <http://www.fafsa.gov>.



Using the IRS Data Retrieval Tool

The IRS Data Retrieval Tool allows you and your parents to transfer tax information from IRS tax records directly to your FAFSA. If you & your parents have indicated on your FAFSA that you have already filed your 2015 taxes, you will be given the option to use this tool when completing the financial information portion of the application. If you choose not to use this option, or use the option but manually update one of the fields, you may be selected for verification and have to submit additional information to the Financial Aid Office after your application is processed.

Please Note:

- Electronically filed tax return information will be available online from the IRS site in 1-2 weeks after your return is filed.
- Data from paper tax returns will be available in 6-8 weeks.
- There are 2 separate Financial Information sections on the FAFSA. You will use this tool for the Student Financial Information section and your parents will use the tool for the Parent Financial Information section.

To use this option you must:

- Have a federal tax return filed with the IRS
- Have a valid social security number
- Have a Federal Aid Personal Identification Number (PIN)

FOTW determines if you are eligible to use the IRS Data Retrieval Tool based on your reported tax filing status.



How To Request a Free IRS Tax Return Transcript

If you, your spouse (if married) or your parents (if dependent) need to document your taxable income to fulfill verification requirements, you can request an IRS Tax Return Transcript free of charge. Remember that we can no longer accept copies of the tax returns that you or your tax preparer completed. You may only submit documents that come directly from the IRS to complete verification of your tax return information. There are two ways to request a tax transcript from the IRS.

Online Request


Go to the IRS Web site at www.irs.gov. Click "Get Transcript of Your Tax Records" on the homepage and follow the steps to order your tax return transcript. The tax filer will have two options to order the transcript. One option will be to get the transcript online immediately. In order to get the transcript online, the tax filer will have to follow the steps to verify their identity. The second option is to get the transcript by mail. The transcript will arrive 5-10 calendar days after the request was submitted to the address the tax filer provided in the online request.

Telephone Request

Call the IRS at 1-800-908-9946. Follow the prompts to enter required information and select IRS Tax Return Transcript option. If successfully validated, tax filers can expect to receive a paper IRS Tax Return Transcript at the address that was used in their telephone request within 5 to 10 days from the time the IRS receives the request.

Non-Tax Filers

If you have earnings from work but did not and were not required to file a 2015 federal income tax return, document this income by attaching all W-2 forms and/or 1099 forms from all sources of employment to the Verification Worksheet.



Form W-2 Wage and Tax Statement 2015. The form is divided into several sections for employer and employee information, wages, taxes, and other details. It includes fields for Employer identification number, Employee's social security number, Wages, tips, other compensation, Federal income tax withheld, Social security wages, Social security tax withheld, Medicare wages and tips, Medicare tax withheld, Social security tips, Allocated tips, Dependent care benefits, Nonqualified plans, and various state and local taxes. The form is labeled '2015' and includes a warning not to cut, fold, or staple the form.


Other Verification Items

Depending on your individual circumstances, you may be asked to confirm or document the correctness of additional FAFSA data items before your application can be finalized. If you are required to submit additional information for verification, you will receive notification from the Financial Aid Office.

Some tax filers may not be able to use the IRS Data Retrieval Tool and will have to enter their data from their own tax records. You or your parents will not be offered this option if:

- Your marital status changed after December 31, 2015
- You or they filed "married filing separately"
- You or they indicated "married" on the FAFSA but filed "head of household" or "single" on the tax return
- You or they filed an amended return
- You or they filed a foreign tax return

If eligible to use the tool, you will be transferred to the IRS Website. FOTW will notify you that you are leaving the FAFSA website and entering the IRS website to complete the transfer of your tax information.



The page at https://fafsa.gov says:

Warning: You are now leaving FAFSA on the Web and will be linked to the IRS Web site to view your IRS tax information. If you click 'OK' your FAFSA will be saved and your current session will end.

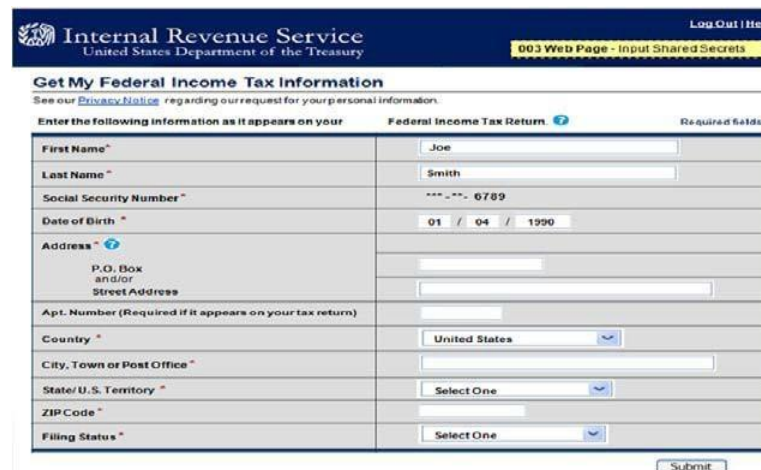
Your saved FAFSA will automatically open when you transfer your information from the IRS. If you do not transfer your information from the IRS, you will have to login to open your saved FAFSA.

Click 'OK' to continue. Otherwise, click 'Cancel.'

If you have questions or problems using this tool, contact Federal Student Aid's [Customer Service](#).

Buttons: Cancel, OK

on your tax return. It is important that you complete this section exactly as it appears on your tax return or your information may not match with IRS records and the data retrieval may not go through.



Internal Revenue Service
United States Department of the Treasury

Log Out / Help

003 Web Page - Input Shared Secrets

Get My Federal Income Tax Information


See our [Privacy Notice](#) regarding our request for your personal information.

Enter the following information as it appears on your Federal Income Tax Return. Required fields*


First Name *	Joe
Last Name *	Smith
Social Security Number *	***-**-6789
Date of Birth *	01 / 04 / 1990
Address *	P.O. Box and/or Street Address
Apt. Number (Required if it appears on your tax return)	
Country *	United States
City, Town or Post Office *	
State/ U.S. Territory *	Select One
ZIP Code *	
Filing Status *	Select One

Submit

After you have transferred your data, you will be returned to the FOTW website to finish your application. Make sure not to change any of the financial data that was imported from the IRS Website. Remember that both you and your parents (if applicable) will need to go through a separate authentication process when filling out the Student Financial Information & the Parent Financial Information sections of the FAFSA.

Do Not Transfer My Tax Information and Return to the FAFSA 

☐ By clicking the "Do Not Transfer" button, you are choosing not to transfer your tax information electronically. Your IRS session will end and you will return to your FAFSA. You may still use this tax information to input the data into your FAFSA.

Do Not Transfer 

What Is Verification & How Does It Affect You?

The federal government uses a process called verification to help determine the correctness of the financial information on your FAFSA. When applications are selected for verification, the Financial Aid Office must collect certain documents from you and your family and match them against the information you provided on your FAFSA. If your application needs to be verified, the Financial Aid Office will send you a letter asking you to provide documentation of your application information and complete a "Verification Worksheet". You will have to submit the requested items of documentation before you receive any payments of federal financial aid.

If you or your parents did not or could not use the IRS Data Retrieval option when you completed your FAFSA, or manually changed any information transferred from IRS records to your FAFSA, you will have to submit a IRS Tax Return Transcript as one of the required documents in order to complete verification. We can no longer accept copies of tax returns that you or your tax preparer completed. Learn how to obtain a free tax transcript on p. 9.

City University of New York

2015-2016 Standard Verification Worksheet Worksheet

VI-Dependent Student

Your 2015-2016 Free Application for Federal Student Aid (FAFSA) was selected for review in a process called Financial Review. The Financial Aid Office at City University of New York has requested your FAFSA with information you provided on this worksheet and with any other required documents. If there are differences, your Financial Aid Office staff will contact you about documentation regarding your FAFSA information they may need to be corrected. You may not receive Federal financial aid until all verification requirements are met and the necessary corrections made.

What You Should Do

- Fill out your parent(s) and/or tax return, obtain a 2014 IRS Tax Return Transcript for yourself, and your parent(s). The Financial Aid Office cannot accept preparer's copies of the required tax documents. They must be originals or scanned copies of the original documents. You can get a transcript online at www.irs.gov/efile or by phone at 1-800-829-1040. Make sure you request an IRS Tax Return Transcript and NOT an IRS Tax Account Transcript. Important Note: If you file the IRS Data Retrieval tool to transfer your IRS income data into your FAFSA, you may not have to obtain the IRS Tax Return Transcript.
- Complete all sections of this worksheet - you and one of your parents parent must sign the certification (Section VI) on page 3 of the worksheet.
- Submit the completed worksheet, tax return transcripts, and any other required documents to the Financial Aid Office at your college.

Request Date:
Response Due:
Tracking Number:

SSN Provided:
Tax Period Ending:

Tax Return Transcript

The following items reflect the amount as shown on the return (FR), and the amount as adjusted (FC), if applicable. They do not show subsequent activity on the account.

SSN:
SPouse SSN:

NAME(S) SHOWN ON RETURN:
ADDRESS:

FILING STATUS:
CYCLE POSTED:
RECEIVED DATE:
RETIREMENT:
EXEMPTION NUMBER:
DEPENDENT 1 NAME CTRL:
DEPENDENT 1 SSN:
DEPENDENT 2 NAME CTRL:
DEPENDENT 2 SSN:
DEPENDENT 3 NAME CTRL:
DEPENDENT 3 SSN:
DEPENDENT 4 NAME CTRL:
DEPENDENT 4 SSN:
PREPARER SSN:
PREPARER EIN:

Married Filing Joint

A. Student's Information

First Name	MJ	Student's Social Security Number
Student's Street Address (include apt. no.)	Student's City/Town ZIP	
City, State, Zip Code	Student's Date of Birth	
Student's Phone Number (include area code)	Student's Email Address	

B. Parents' Household Information

List the people your parents will consider between July 1, 2015 and June 30, 2016. Include:

- Yourself and your parent(s).
- Your parent(s)' other children if (x) your parent(s) provide more than half of their support, or (y) if the child would be required to provide parental information were they to complete a FAFSA for 2015-2016. Include children who are adult of those students, even if they do not live with your parent(s).
- Anyone if they live with you and your parents share custody of the child, regardless of whether you provide support and will continue to provide more than half of their support through June 30, 2016.

Write the name of the college below for any household member, excluding your parent(s), who will be enrolled, at least in a degree, diploma, or certificate program, in an educational institution any time between July 1, 2015, and June 30, 2016.

Full Name	Age	Institution	College	Will be Enrolled at Start Time
Example: Jane Smith	18	State	State University	Yes

WAGES, SALARIES, TIPS, ETC.
TAXABLE INVESTMENT INCOME: SCH B
TAX-EXEMPT INTEREST: SCH D
ORDINARY DIVIDEND INCOME: SCH R
QUALIFIED DIVIDENDS:
REVENUE OF STATE/LOCAL TAXES:
ALLOWED RECURRING EXPENSES:
BUSINESS INCOME OR LOSS (Schedule C)
BUSINESS INCOME OR LOSS: SCH C PER COMPUTER
CAPITAL GAIN OR LOSS: (Schedule D)
CAPITAL GAINS OR LOSSES: SCH E PER COMPUTER
OTHER GAINS OR LOSSES (Form 4797)
TOTAL IRA DISTRIBUTIONS:
TAXABLE IRA DISTRIBUTIONS:
TOTAL PENSIONS AND ANNUITIES:
TAXABLE PENSION/ANNUITY AMOUNT:
RENT/REALTY TO PARTNER/SPOUSE/ESTATE (Schedule E)
RENT/REALTY TO PARTNER/SPOUSE/ESTATE (Schedule E) PER COMPUTER:
RENTALITY INCOME/LOSS PER COMPUTER:
PARTNERSHIP/JOINT TENANT/LESSOR PER COMPUTER:
PARTNERSHIP/JOINT TENANT/LESSOR PER COMPUTER:
FARM INCOME OR LOSS (Schedule F)
FARM INCOME OR LOSS (Schedule F) PER COMPUTER:
UNEMPLOYMENT COMPENSATION:
TOTAL SOCIAL SECURITY BENEFITS: