

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/>



NEW YORK CITY
COLLEGE OF TECHNOLOGY
THE CITY UNIVERSITY OF NEW YORK
300 JAY STREET, BROOKLYN, NY 11201-1909

OFFICE OF FINANCIAL AID
Namm G-13
718.260.5700 • FAX: 718.254.8525

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).

College Contact Information

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

OFFICE OF FINANCIAL AID

FILING YOUR 2017-2018 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

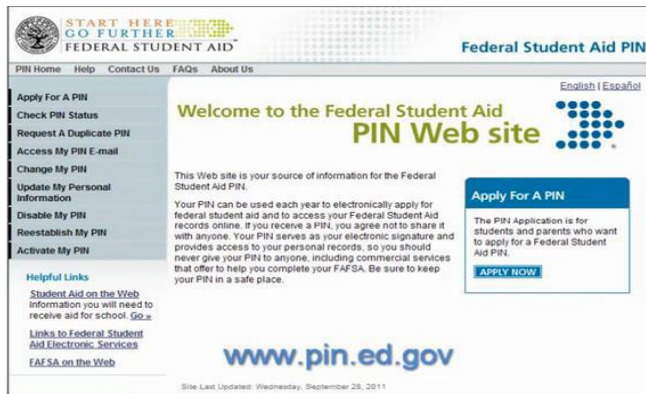
You & your spouse (if married) or parents (if dependent) should file 2015 tax returns electronically, if possible
 Wait 2-3 weeks, then proceed with the FAFSA filing process outlined below
 If you are not required to file income taxes, you may skip this step

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 Federal PINs for you & one of your parents (if dependent)

Request Federal PINs at: <http://www.pin.ed.gov>
 You will receive and be able to use you PINs immediately
 PINs are your and your parents' electronic signatures for web applications
 If you and a parent already have PINs, use them to sign your application — you can use the same PIN every year



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 the CUNY Portal to access the Admissions/Financial Aid Center and complete your "eSupp" (CUNY Supplement) application.



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.

2013-2014 Confirmation Page

Confirmation Number: F 07362524

Data Release Number (DRN): 1193

Congratulations, Shevon! Your FAFSA was successful. You should print your Confirmation Page.

Optional Feature - Transfer your parents' information to your new FAFSA. Do your parents need to provide a signature again, but that's all.

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: (optional) OR Federal School Code:

City: (optional) OR School Name: (optional)

[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 2013 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.

Application was successfully saved.

For 2012, have your parents completed their IRS income tax return or another tax return?
Already completed

You, the parents, may be able to use the IRS Data Retrieval Tool to view and transfer your tax information from the IRS.

Did either or both parents file as Married Filing Separately?
 Yes No

Did either or both parents file as Head of Household?
 Yes No

Did you, the parents, file an amended tax return?
 Yes No

Did you, the parents, file a Puerto Rican or foreign tax return?
 Yes No

Did you, the parents, file taxes electronically in the last 3 weeks (or by mail in the last 8 weeks)?
 Yes No

Help and Hints
Parents Filed 2012 Income Tax Return?
Question 79

This question asks whether or not your parents have filed or will file a 2012 income tax return. If your parents are now married (even if they were not married in 2012), answer this question about them as a couple. If they are not

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 "Order a Tax Return or Account Transcript" on the homepage and follow the steps to order your tax return transcript. There is a validation process that involves entering the tax filer's social security number, date of birth, street address, and zip or postal code. If successfully validated, tax filers can expect to receive a paper IRS Tax Return Transcript at the address included in their online request in 5-10 days from the date the online request was submitted.



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 transcripts and/or 1099 transcripts from all sources of employment to the Verification Worksheet.



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" 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.



On the IRS Web site, you will be prompted to enter information as it appears 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.

The image shows a screenshot of the IRS 'Get My Federal Income Tax Information' form. The header includes the Internal Revenue Service logo and the text 'Internal Revenue Service United States Department of the Treasury'. Below the header, it says 'Get My Federal Income Tax Information'. There are two main sections: 'Enter the following information as it appears on your Federal Income Tax Return.' and 'Required fields*'. The form contains several input 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, and Filing Status (Select One). A 'Submit' button is located at the bottom right.

Once the IRS has authenticated your identity, your IRS tax information will display. You may then choose to transfer your information from the IRS into your FAFSA by checking the "Transfer My Tax Information into the FAFSA" and clicking "Transfer Now" button (see below).

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.

Tax Filers

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.



Parent <YYYY> Federal Income Tax Information

The information below is your tax information that will help you answer some of the questions on the FAFSA.

My Tax Information	FAFSA Question Numbers
Tax Year	
Name (s)	<Joe & Jane>
Social Security Number	<###-##-####>
Filing Status	<Married-Filed Joint Return>
Type of Tax Return Filed	<1040> Question <###> on the FAFSA
Adjusted Gross Income	<\$126,721> Question <###> on the FAFSA
Income Tax	<\$31,400> Question <###> on the FAFSA
IRS Exemptions	<5> Question <###> on the FAFSA
Education Credits	<\$2,500> Question <###> on the FAFSA
IRA Deductions and Payments	<\$2,500> Question <###> on the FAFSA
Tax-Exempt Interest Income	<\$2,500> Question <###> on the FAFSA
Untaxed IRA Distributions	<-\$2,500> Question <###> on the FAFSA
Untaxed Pensions	<-\$2,500> Question <###> on the FAFSA

Print this page for your records before choosing an option below.

Transfer My Tax Information into the FAFSA

The tax information provided above will populate the answers to the appropriate FAFSA questions. After the FAFSA is populated your IRS session will end and you will return to your FAFSA. Check this box if you are choosing to transfer your information.

Transfer Now

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

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.

NAME	AGE	RELATIONSHIP	COLLEGE
		SELF	New York City College of Technology

Internal Revenue Service
United States Department of the Treasury

This Product Contains Sensitive Taxpayer Data

Request Date: [Date]
Request Date Tracking Number: [Number]

Tax Return Transcript
SSN Provided: [SSN]
Tax Period Ending: [Date]

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

NAME(S) SHOWN ON RETURN: [Name]
ADDRESS: [Address]
FILING STATUS: Married Filing Joint
CYCLE POSTED: [Date]
BUSINESS INCOME OR LOSS: [Amount]
BUSINESS INCOME OR LOSS (Schedule C): [Amount]
CAPITAL GAIN OR LOSS (Schedule D): [Amount]
CAPITAL GAIN OR LOSS (Schedule D) PER COMPUTER: [Amount]
OTHER GAIN OR LOSSES (Form 4972): [Amount]
TOTAL IRA DISTRIBUTIONS: [Amount]
TAXABLE IRA DISTRIBUTIONS: [Amount]
TAXABLE PENSION/ANNUITY AMOUNT: [Amount]
RENT/RDVTY/PARTNERSHIP/ESTATE (Schedule E) PER COMPUTER: [Amount]
ESTATE/TRUST INCOME/LOSS PER COMPUTER: [Amount]
PARTNERSHIP/S-CORP INCOME/LOSS PER COMPUTER: [Amount]
FARM INCOME OR LOSS (Schedule F): [Amount]
FARM INCOME OR LOSS (Schedule F) PER COMPUTER: [Amount]
UNEMPLOYMENT COMPENSATION: [Amount]
TOTAL SOCIAL SECURITY BENEFITS: [Amount]