



**NEW YORK CITY
COLLEGE OF TECHNOLOGY**
THE CITY UNIVERSITY OF NEW YORK
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OFFICE OF FINANCIAL AID
Namm G-13
718.260.5700 • FAX: 718.254.8525

STUDENT'S COPY

Revised: 04/02/20



Please use our secure platform to submit all your documentation

http://www.citytech.cuny.edu/financial-aid/docs/student_upload_documents.pdf

2019-2020

DOCUMENTATION REQUIREMENTS

**UPDATED DOCUMENTATION REQUIREMENTS
INTERRUPTIONS OF DOCUMENTATION TO
CORONAVIRUS (COVID-19)
DECLARATION OF NATIONAL EMERGENCY
CONCERNING THE COVID-19 OUTBREAK
BEGAN ON MARCH 13, 2020**

NEW CHANGES WHILE WORKING REMOTELY (see page 7)

Beginning with 2019-2020 Academic Year:

- **FAFSA will be available earlier (October 1st of the previous year instead of January 1st of the upcoming school year).**
- **FAFSA will collect income information from an earlier tax year, 2017.**
- **Strongly advise to use IRS Data Retrieval Tool**

Example Application of filing period and required tax years' income:

When a Student Is Attending College (School Year)	When a Student Can Submit a FAFSA	Which Year's Income Information Is Required
July 1, 2018–June 30, 2019	October 1, 2017–June 30, 2019	2016
July 1, 2019–June 30, 2020	October 1, 2018–June 30, 2020	2017
July 1, 2020–June 30, 2021	October 1, 2019–June 30, 2021	2018

Check City Tech email account regularly for vital information such as your:

- **Financial aid status**
- **Awards**
- **Payments**
- **Work Study**
- **Verification**
- **Citizenship**
- **Selective Service**
- **SAP Status**

Dependent students must report their parents' information, as well as their own, on the *Free Application for Federal Student Aid* (FAFSA®).

If you are considered a *dependent student* for purposes of the *FAFSA*, you will need to provide information about your legal parent(s) on the application. A legal parent is your biological or adoptive parent, or your parent as determined by the state (parent who is listed on your birth certificate). If you have a stepparent, you generally also must provide information about him or her.

Who is my parent according to the FAFSA®?

If you need to report parent information, here are some guidelines to help you:

- If your legal parents are married to each other, answer the questions about both of them, regardless of whether your parents are of the same or opposite sex.
- If your legal parents are not married to each other and live together, answer the questions about both of them, regardless of whether your parents are of the same or opposite sex.
- If your legal parent is widowed or was never married, answer the questions about that parent.

2019-2020 CHANGE OF FINANCIAL SITUATION (DEADLINE IS MAY 19, 2020)

If you or your family have unusual circumstances that have resulted in a reduction of your or your family's income that is considerably less than what was reported on the FAFSA, you are encouraged to apply for an Income Adjustment. Unusual circumstances can include, but are not limited to, loss of income, loss of employment, loss of benefits, death or divorce.

- **Speak to a Financial Aid Administrator regarding your situation by emailing us at financialaid@citytech.cuny.edu**

THE VERIFICATION PROCESS

Your application (FAFSA) was selected for verification either by the Federal Central Processing System (CPS) or by the Financial Aid Office. We are required to verify the selected information to determine your eligibility for Federal Aid. If there are differences between the information reported on your FAFSA and the information gathered during verification process, we are obligated to make corrections to your application.

If you are selected for verification, you must submit the required documents as soon as possible or before your last date of class at New York City College of Technology. You must submit all required documentation within 120 days of your last day of attendance at City Tech. **We will not make any federal financial aid payments or process Federal Direct Loans until all verification requirements have been met.**

You must submit all requested financial aid documents and information and have a valid Student Aid Report (SAR) before your last day of attendance. Failure to submit the required documentation may result in loss of Federal Financial Aid.

We will notify you of any changes to your eligibility via email. Check your City Tech email account regularly.

If you need to correct your FAFSA data, you can logon to your FAFSA, or you can see a financial aid administrator at the service window.

REFERRAL OF FRAUD CASES: If we suspect that you, or other individual have misreported information or altered documentation to fraudulently obtain federal funds, we are required to report and provide any evidence to the Office of Inspector General.

If you used the IRS Data Retrieval Tool in FAFSA on the Web to retrieve and transfer **all** 2017 income information into the FAFSA, you do not need to provide a copy of a 2017 IRS Tax Return Transcript or Federal Income Tax Return Form (1040, 1040A, or 1040EZ) except in special circumstances.

Verification Worksheet:

You and your parents (dependent student) must complete and sign the **Verification Worksheet** and all other forms given to you. **DO NOT LEAVE BLANKS.** Please write “0” or “N/A” if there is no value to report. Incomplete form will not be processed.

IRS Tax Transcript:

Attach a copy of 2017 IRS Tax Transcript or signed Federal Income Tax Return Form (1040, 1040A, or 1040EZ) for you and spouse (if married) or your parents (if dependent) that was filed with the IRS. You may also have to submit a copy of 2017 IRS W-2 form for you and spouse (if married) or parents (if dependent).

If you are unable to use the IRS Data Retrieval Tool, you may order your 2017 Tax Return Transcript and not the Tax Account Transcript from the IRS (see page 9 on how to request a tax return transcript).

Tax Filers in a U.S. Territory or commonwealth must submit a transcript of their tax return if it is available for free from the taxing authority.

Nontax Filers in the Freely Associated States, a U.S. territory or commonwealth, or a foreign country must submit a copy of their wage and Tax statement for each source of employment income for 2017 and a signed statement identifying all income and taxes for 2017.

Income Information for Tax Filers and Nontax Filers:

If a copy of the tax return was not retained and cannot be located by the IRS, the tax filer must submit:

- a. Copy of all their IRS form W-2s, a wage and income transcript, or an equivalent document OR
- b. If self-employed or filed an income tax return with a government of a U. S. territory or commonwealth, or a foreign government, a signed statement certifying the amount of AGI and income taxes paid for tax year 2017; and
- c. Documentation from the IRS or other relevant taxing authority that indicates the tax filer's 2017 tax account information cannot be located; and
- d. A signed statement that indicates that the tax filer did not retain a copy of his/her 2017 tax account information and
- e. A confirmation of non-filing from the IRS or other relevant taxing authority and/or 4506T- form completed

Parent or Spouse who lives abroad:

If your spouse or one of your parents (if dependent) lives abroad or recently moved to the USA, you should submit his/her foreign income for year 2017 and proof of date of entry. You may also submit a letter from the employer or statement from spouse or parent (if dependent) indicating the income for year 2017. If a foreign income tax was filed, the income information should be converted to U.S. dollars.

If you/parent/spouse filed a foreign tax return, we will accept a copy of the foreign tax return (signed by the filer or filers), document the circumstances; use the income and tax information that most closely correspond to the information on the IRS tax return, and convert monetary amounts into U.S. dollars as appropriate. You may also need to submit additional documents based upon the circumstances.

Please Note: The processing of the verification documents you submit may take about **four weeks**. Also, if there is information that is unclear or conflicting, we may ask you for additional documentation. If additional documentation is needed, you will receive an email directing you to your "To Do" list in CUNYfirst detailing what is required.

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NEW CHANGES WHILE WORKING REMOTELY:

1. PROOF OF CITIZENSHIP

CITIZENSHIP

For proof of citizenship status, we will accept a signed copy along with the signed statement http://www.citytech.cuny.edu/financial-aid/docs/forms/citizenship_confirmation.pdf of either:

- US Passport
- Certificate of citizenship
- Certificate of naturalization
- Certification of Birth Abroad
- Birth Certificate

For proof of immigration status, we will accept a signed copy along with the signed statement of either:

- Alien Registration Card/Permanent Resident Card I-551 (Both Sides)
- Form CBP I-94 or Form CBP I-94A (Both Sides)
- I-94 Arrival-Departure Record (Both Sides)
- Foreign Passport with Machine Readable Immigrant Visa (MRIV) (bio page and Visa page)

2. CUSTOM VERIFICATION GROUP (V4) AGGREGATE

VERIFICATION GROUP (V5)

We need the following: This process is for **2019-2020 academic year**.

- Copy of V4 or V5
- Copy of state or federal proof of identification of an expired document if it expired after March 1, 2020

3. SIGNATURES:

- Print all necessary pages sign and upload. We do not accept electronic signatures.

Reminder:

DEADLINE TO SUBMIT DOCUMENTATION IS BEFORE THE LAST DAY OF ATTENDANCE OR YOU MAY BE INELIGIBLE FOR FEDERAL FUNDS.

To access the required verification documents:

- Log on to CUNYfirst
- Click on your “To-Do-List
- Print and complete required documentation
- Sign where applicable and return the completed documents/tax transcripts/W-2 forms as needed.

Please use our secure platform to submit all your documentation

http://www.citytech.cuny.edu/financial-aid/docs/student_upload_documents.pdf

CUNYfirst CHECKLIST ITEMS

2019-2020 DOCUMENTATION REQUIREMENTS

- **CITIZENS:** Certificate of Naturalization or Certificate of Citizenship or U.S. birth certificate, US Passport (**No photocopies will be accepted**). (see page 7 for guidance while working remotely) http://www.citytech.cuny.edu/financial-aid/docs/forms/citizenship_confirmation.pdf
If SSA message: Signed U.S. passport also appropriate

NOTES

ACCEPTABLE DOCUMENTATION: CERTIFICATE OF CITIZENSHIP (USCIS FORM N-560 OR N-561).

- **ELIGIBLE NON-CITIZENS:** Permanent Resident Card also known as Alien Registration card or I-94 or stamped passport
- **VETERAN STATUS:** *DD214 form or a VA statement* indicating (1) that you were engaged in active duty in the U.S. Armed Forces, or are a National Guard or Reserve enlistee who were called to active duty for purposes other than training, or were a cadet or midshipman at one of the service academies and (2) *other-than-dishonorable release*. (<http://www.gibill.va.gov>) (GI Bill toll free number: 1.888.442.4551, Regional Office at 245 W. Houston St, NYC, 1.800.827.1000)
- **SELECTIVE SERVICE:** *Non-Citizens who first enter the U.S. after the age of 26 are not required to register. Documentation:* Passport/I-94 showing date of entry & your statement. *Males born before 1960 are not required to register. All others* must provide a *Status Information Letter* from the Selective Service. The status information letter will have one of the following codes: (NR, (E1-E8), NM, RD, RL, RR, and RH) **To Register:** (<http://www.sss.gov/regist.htm>)

Note: If you are not selected for “**Verification**”, you must submit your proof of citizenship and or selective service documents **before** your last date of attendance at City Tech.

Financial Aid Eligibility for Non-Citizens

Student Status	Federal Pell/Direct Loans	NYS TAP	Campus-Based Federal Aid (FWS, Federal Perkins, Federal SEOG)	Special Program Funding (SEEK, CD)
Permanent U.S. Resident Form I-151, I-551, or I-551C (not expired)	X	X	X	X
Asylum Status Granted Must be Stamped on Form I-94 or I-94A	X	X	X	X
Refugee/Parolee Status Granted Must be Stamped on Form I-94 or I-94A or I-571	X	X	X	X
Victims of Human Trafficking (and their spouses and children) I-94 showing codes T1, T2, T3, or T COA (spouses and children)	X	X	X	X
Battered Immigrants-Qualified Alien Must submit Form I-797	X	X	X	X
Deferred Action for Childhood Arrivals (DACA)	N/E	N/E	N/E	X
Temporary Protected Status (TPS)	N/E	N/E	N/E	X
Permanent Residency Pending	N/E	N/E	N/E	X
Asylum Status Pending	N/E	N/E	N/E	X
Refugee/Parolee Status Pending	N/E	N/E	N/E	X
Conditional Entrant* Temporary Refugee Status (not eligible after March 31, 1980) Must be stamped on Form I-94 or I-94A	X	X	X	X
Cuban/Haitian Entrant Must be Stamped on Form I-94 or I-94A (must request documentation of that status from USCIS)	X	X	X	X
Employment Authorization Document I-688 Holders/EAD I-688A Holders/ EAD I-688B Holders/EAD	N/E	N/E	N/E	X
} No longer issued				
I-766 Holders (Employment Authorization Document or work permit)	N/E	N/E	N/E	X
Undocumented Alien Persons with nonimmigrant visas	N/E	N/E	N/E	N/E

N/E - Not Eligible

* Dated prior to March 31, 1980

- Note:
1. New York State residency is required for TAP and SEEK program.
 2. New York City residency is required for College Discovery and Bi-Lingual program.

2019-2020 Verification Worksheets Instructions (V1, V4, V5)

Failure to submit all documents together may result in a processing delay

- 1) Complete the Verification Worksheet and all additional information as requested
- 2) Submit Tax information or Verify Non-Tax Filing status to Financial Aid Office (FAO) for parents
- 3) Submit Your and your spouse's tax information or Verify Non-Filing Status

IDENTITY AND STATEMENT OF EDUCATIONAL PURPOSE And

HIGH SCHOOL DIPLOMA COMPLETION Tracking Groups V4 and V5(see page 7 for guidance while working remotely)

What you should do:

1. Provide one of the following documents that indicate your high school completion status:
 - A. A copy of high school diploma,
 - B. A copy of final official high school transcript that shows the date when the diploma was awarded,
 - C. A copy of General Educational Development (GED) certificate,
 - D. If completed secondary education in a foreign country, a copy of the "secondary school leaving certificate" or other similar document,
 - E. An academic transcript that indicates you successfully completed at least a two-year program that is acceptable for full credit toward a bachelor's degree, or
 - F. If homeschooled, a copy of the state credential (if required by state law), or a transcript or the equivalent, signed by the student's parent or guardian, that lists the secondary school courses completed and includes a statement that the student successfully completed a secondary school education in a homeschool setting (if a certificate is not required by state law).
2. The student must appear in person at the Office of Financial Aid at City Tech to verify his or her identity by presenting a valid government-issued photo identification (ID), such as, but not limited to, a driver's license, other state-issued ID, or passport. FAO will maintain a copy of the student's photo ID that is annotated with the date it is received and reviewed and the name of the official at the institution authorized to collect the student's ID. **Therefore, the original/official identification documentation must be submitted.**

Unusual Enrollment History Flags:

The pattern of enrollment and/or award history for either Federal Pell Grants or Direct Loans is identified as unusual. We must verify:

- a. For each of the previously attended institutions, whether academic credit was earned during the award year in which you received Pell Grant or loan funds. We must review the four most recent award years (2018-2019, 2017-2018, 2016-2017, and 2015-2016).
- b. Applicable documentation needed based on flag value.

V1 and V5 Verification Tracking Groups:

<p align="center"><u>2017 TAX FILERS</u> <u>Students and Spouse (if married) and</u> <u>Parents (if dependent)</u></p> <p align="center">IRS DATA RETRIEVAL TOOL (DRT) (Preferred Method)</p> <ul style="list-style-type: none"> • Sign into https://www.studentaid.gov • Select parent/student finances page • Select “Link to IRS” and complete steps with IRS • Data will show as “Transferred from the IRS” <p align="center">OR</p> <p align="center">IRS TAX RETURN TRANSCRIPT</p> <ul style="list-style-type: none"> • Contact the IRS to obtain a 2017 Tax Return Transcript at https://www.irs.gov/individuals/gettranscript - can take up to 6 weeks to receive <p align="center">OR</p> <p align="center">2017 signed Federal Tax Return Form (1040, 1040A, or 1040EZ)</p> <ul style="list-style-type: none"> • Submit copies of all 2017 W-2 and 1099 forms • Verification Letter of Non-Filing received from the IRS on a case by case basis for dependent students. 	<p align="center"><u>2017 NON-TAX FILERS</u> <u>Parents and Independent Students/Spouse</u> <u>(if married)</u></p> <p align="center"><u>VERIFICATION OF NON-FILING LETTER From the IRS</u></p> <ul style="list-style-type: none"> • Contact the IRS at: https://www.irs.gov/individuals/get-transcript • Mail or Fax Form 4506-T to the IRS https://www.irs.gov/pub/irs-pdf/f4506t.pdf • Call the IRS local office at 800-829-1040 • Verification Letter of Non-Filing received from the IRS for all parents and Independent Students • Submit all 2017 W-2 forms and 1099 forms
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<p><u>2017 AMENDED TAX RETURNS 1040X</u></p> <p>If an individual filed an amended IRS Federal Income Tax Return for tax year 2017, provide: 2017 IRS Tax Return Transcript from the IRS or 2017 signed Federal Tax Return Form (1040, 1040A, or 1040EZ) and</p> <ul style="list-style-type: none"> • A signed copy of the 2017 IRS Form 1040X, “Amended U.S. Individual Income Tax Return,” that was filed with the IRS.
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Low Income:

Low Income:	Completed Signed Verification Worksheet with applicable documentation based on type of income
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2019-2020 VERIFICATION ITEMS

Verification documents should be submitted before last day of attendance.

ITEMS	DOCUMENTATION REQUIRED
1. HOUSEHOLD SIZE AND 2. NUMBER IN COLLEGE: <i>Tracking group VI, V5</i>	Verification Worksheet Additional documents may be requested based on the circumstances.

Asset

1) Balance of cash, savings, and checking accounts as of the date FAFSA was filed. Do not include student financial aid	Signed statement from you or your parent (dependent student). Bank statement and 1099 interest income form might be requested
2) Net worth of your (and spouse's) or your parents' investments, including real estate as of the date FAFSA was filed. Do not include the home you live in.	Signed statement from you or parents of net value. Additional documents might be requested
3) Net worth of your (and spouse's) or parents' business/or investment farms as of the date the FAFSA was filed. Do not include family farm or family business with 100 or fewer full-time or full-time equivalent employees.	<ul style="list-style-type: none"> • Completed Business Section on ISIR Correction Worksheet • Signed statement from you or your parent

Special Situations for Tax Filers

<p>Income information for tax filer with conditions below: <i>(separated, divorced, widowed, filed a joint tax return and is married to someone other than the person included on a joint tax return)</i></p>	<p>2017 IRS Tax Transcript or Signed copy of tax year 2017 tax return (form 1040, 1040A, or 1040EZ), 2017 IRS from W-2</p>
<p><i>If separated after filing FAFSA</i></p>	<p>Proof of separation is needed such as, lease, utility bills, landline phone for both parties.</p>
<p><i>IRS Tax Filing extension beyond the automatic six-month extension for tax year 2017</i></p>	<p>IRS form 4868 (Application for Automatic Extension of Time to file US Tax Return). However, you must submit your/spouse/parent tax transcript 120 days after your last day of attendance or by Mid-August, 2020 whichever is earlier. Individuals called up for active duty or for qualifying National Guard duty may submit a statement certifying that he or she has not filed an income tax return or a request for a filing extension because of that service</p>
<p><i>Victims of IRS Tax-Related Identity Theft:</i> <i>(Submit Social Security Card and a government ID)</i></p>	<ul style="list-style-type: none"> • A Tax Return DataBase View (TRDBV) Transcript obtained from the IRS; and • A statement signed and dated by you indicating that you were a victims of IRS tax-related identity theft and that the IRS has been made aware of the tax-related identity theft. <p>You may obtain a TRDBV transcript and inform the IRS of the tax-related identity theft by calling the IRS's Identity Protection Specialized Unit (IPSU) at 1-800-908-4490. The IPSU will first authenticate your identity, who can then ask the IRS to mail them a TRDBV transcript. The TRDBV transcript will look different from a regular IRS tax return transcript, but it is official and can be used for verification. Tax filers who cannot obtain a TRDBV transcript may instead submit another official IRS transcript or equivalent document provided by the IRS if it includes all of the income and tax information required to be verified.</p>

IRA "Rolled-Over" Distribution:

<p>IRA "Rolled Over" Distributions Rollovers income should not be included on FAFSA; if rollover amounts are included on the FAFSA (via IRS Data Retrieval Tool),:</p>	<p>Acceptable documentations are:</p> <ul style="list-style-type: none"> • original 1040/1040A tax return to verify that rollover is indicated for the applicable items • signed statement from the tax filer • Signed Notation by the tax filer on the IRS Tax Return Transcript that includes the word "Rollover" beside the applicable items on the transcript.
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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 or your parents indicate on your FAFSA that you have already filed 2017 taxes, you and or your parent will be given the option to use this tool when completing the income information on the application. If you use the IRS Data Retrieval option and subsequently change information, you may be selected for verification and will have to submit the IRS Tax Return Transcript and IRS Form W-2.

Please Note:

- Electronically filed tax return information will be available online from the IRS site in 1-2 weeks after the tax return is filed.
- Data from paper tax returns will be available in 6-8 weeks.
- If you and your parents file taxes, you and your parents will be given the option to use the IRS Data Retrieval Tool to answer the tax related questions.

To use IRS Data Retrieval Option, you must meet the following requirements:

- Have a federal tax return filed with the IRS for 2017 tax year
- Have a valid social security number
- Create an FSA ID

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.

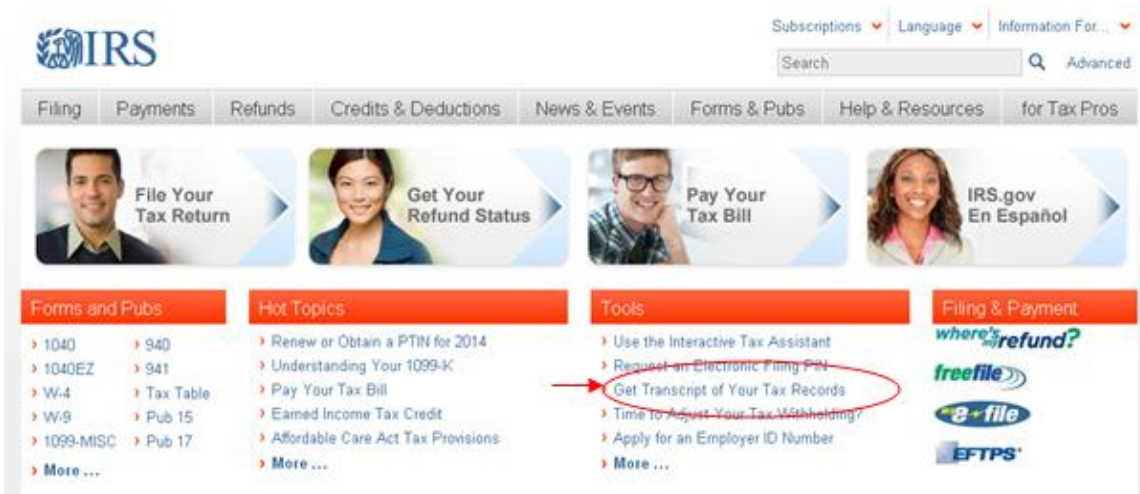
IRS INSTRUCTIONS: HOW TO REQUEST A FREE IRS TAX RETURN TRANSCRIPT?

IRS Tax Return Transcript Request Process

You and or your parent can request tax year 2017 transcript from the IRS in three ways free of charge.

I. Online Request: Not Available for New Users

- Available on the IRS Web site at www.irs.gov



- In the **Tools** section of the homepage, click “Get a Tax Transcript”
- You and or parent (if dependent) will have one option:
 - A. “Get Transcript by Mail” – This option will allow you or your parent to request a return transcript to be mailed to you.

Transcripts arrive in 5 to 10 calendar days at the address IRS has on file for you or parent.

“Get Transcript by Mail”:

1. Enter your or your parent Social Security Number, date of birth, street address, and zip or postal code. Use the address currently on file with the IRS. Generally, this will be the address that was listed on the latest tax return filed. However, if an address change has been completed through the US Postal Service, the IRS may have the updated address on file.
2. Click “Continue”
3. In the **Type of Transcript** field, select “Return Transcript” and in the **Tax Year** field, select “2017”.
4. If successfully validated, tax filers can expect to receive a paper IRS Tax Return Transcript at the address included in their online request, within 5 to 10 days from the time the online request was successfully transmitted to the IRS.

- IRS Tax Return Transcripts requested online cannot be sent directly to a third party by the IRS.

II. Telephone Request:

- Available from the IRS by calling 1-800-908-9946
- You or parent must follow prompts to enter your social security number and the numbers in your street address. Generally, this will be numbers of the street address that was listed on the latest tax return filed. However, if an address change has been completed through the US Postal Service, the IRS may have the updated address on file.
- Select “**Option 2**” to request an IRS Tax Return Transcript and then enter “**2017**”.
- If successfully validated, you can expect to receive a paper IRS Tax Return Transcript at the address that was used in your telephone request, within 5 to 10 days from the time the IRS receives the request.

IRS Tax Return Transcripts requested by telephone cannot be sent directly to a third party by the IRS.

III. Paper Request Form – IRS Form 4506T-EZ

- IRS Form 4506T-EZ should be used instead of IRS Form 4506-T because it is sufficient to request an IRS Tax Return Transcript.
- Download at <http://www.irs.gov/pub/irs-pdf/f4506tez.pdf>
- Complete lines 1 – 4, following the instructions on page 2 of the form. Note that line 3 should be the most current address as filed with the IRS. It is the address where the IRS Tax Return Transcript will be sent. If the address has recently changed, include the address listed on the latest tax return filed on Line 4. However, if an address change has been completed through the US Postal Service, the IRS may have the updated address on file.
- Line 5 provides you with the option to have the IRS Tax Return Transcript mailed directly to a third party by the IRS.

Institutions are responsible for notifying aid applicants whether to list the institution as the third party to receive the Transcript or not. We may have difficulty matching your parent’s incoming IRS Tax Return Transcript to the aid applicant, as the two names may be different.

- On line 6, enter “2017” to receive IRS tax information for the 2017 tax year that is required for the 2019-2020 FAFSA.
- You (or spouse if requesting information from a joint tax return) or parent must sign and date the form and enter the telephone number. Only one signature is required to request a transcript for a joint return.
- Mail or fax the completed IRS Form 4506T-EZ to the appropriate address (or FAX number) provided on page 2 of Form 4506T-EZ.

- You can expect to receive your transcript within 5 to 10 days from the time the IRS receives and processes your signed request. NOTE: Processing form 4506T-EZ means verifying/validating the information provided on the form. If any information does not match the IRS records, the IRS will notify you that it was not able to provide the transcript.

In most cases, for electronic tax return filers, 2017 IRS income tax return information is available for the IRS DRT or the IRS Tax Return Transcript within 2–3 weeks after the 2017 electronic IRS income tax return has been accepted by the IRS. Generally, for filers of 2017 paper IRS income tax returns, the 2017 IRS income tax return information is available for the IRS DRT or the IRS Tax Return Transcript within 6–8 weeks after the 2017 paper IRS income tax return has been received by the IRS. Contact the financial aid office if more information is needed about using the IRS DRT or obtaining an IRS Tax Return Transcript.

TAX TRANSCRIPT UNAVAILABLE

If you or your parents request a 2017 tax year IRS Tax Return Transcript, and you are unable to get an IRS Tax Return Transcript from IRS, or a signed copy of tax year 2017 tax return (form 1040, 1040A, or 1040EZ), you may submit the following:

- A copy of the response from IRS (must be signed and dated by tax filer) explaining that the IRS could not provide the transcript if student or student's parent tried to get the transcript using the paper Form 4506-T or 4506T-EZ.
- A signed and dated copy of the screen print from the official IRS Web Page that displays a message indicating that the transcript request was unsuccessful if student (student) or parent tried to get the transcript using the Internet.
- Because the IRS does not provide written confirmation of the failure of a transcript request made using its automated phone tool at 1-800-908-9946, there is no alternative documentation for that process. Affected tax filers must attempt to request an IRS Tax Return Transcript using either the IRS paper or online transcript request process and, if unsuccessful, provide the above noted documentation.
- Must Submit a completed and signed (tax filer) IRS Form 4506-T or 4506-EZ that includes on line 5 the name, address (New York City College of Technology, 300 Jay Street, Brooklyn, New York 11201-1909) and telephone number ({718} 260-5700) of the Financial Aid office of New York City College of Technology as the third party to whom the IRS is to mail the 2017 tax return transcript.

If we have reason to believe that the income or tax information you provided is incorrect, we will send the completed Form 4506-T or 4506-EZ to the IRS and the verification process will not be completed until we have received the form from the IRS.

IRS INSTRUCTIONS:

FOR 1040X AMENDMENT THAT WAS FILED WITH IRS:

Where's My Amended Return?

[Español](#) | [中文](#) | [한국어](#) | [TiếngViêt](#) | [Русский](#)

The “Where’s My Amended Return?” tool provides the status of Form 1040X Amended Tax Return for the current year and up to three prior years.

You can generally expect your amended return to be processed up to 16 weeks from the date we receive it. It can take up to three weeks from the date you mailed it to show up in our system.

Please Note: You will not be able to access [certain amended returns](#) using this application.

IRS telephone assistors will not be able to provide additional information while your amended return moves through processing.

There is no need to call our toll-free number unless “Where’s My Amended Return?” specifically indicates that you should call.

JAWS Users Session Expiration Warning

If this application remains idle for 15 minutes, it displays a session expiration warning message in a popup or new browser window, allowing you to extend your session. The message gains focus and JAWS reads both the URL and the session expiration message. You have the option to tab to OK or Cancel once the message appears. If you tab to the OK button, you will hear, click here if you want to renew session for 15 minutes button. If you tab to the Cancel button, you will hear, do not renew session button. If you select the OK button, the application extends your session for an additional 15 minutes and JAWS focus returns to the main page. If you select the Cancel button or the session remains idle for 5 minutes, the application displays the session expired page and JAWS reads it.

1	2	3
When to check...	What you need...	How...
<ul style="list-style-type: none">• three weeks after you mailed your amended return.	<ul style="list-style-type: none">• Social Security Number• Date of birth• Zip Code	<ul style="list-style-type: none">• Get your Amended Return Status.

Where's My Amended Return

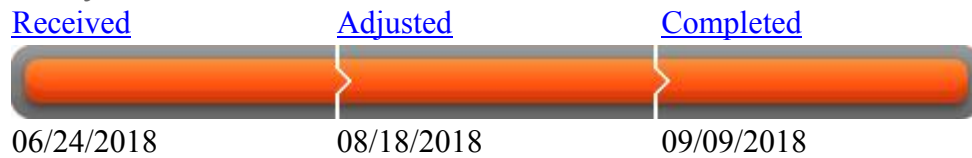
All fields are required.

Social Security Number (SSN) or [Individual Tax ID Number \(ITIN\)](#)

Date of Birth

[ZIP or Postal Code](#)

Where's My Amended Return 2017



We processed your amended return on September 09, 2018. The adjustment on your account resulted in a refund. You should have received your refund and/or a notice if your refund was adjusted to cover past due obligations.

OR

Where's My Amended Return

We have no record of an amended return. An amended return appears in our system approximately three weeks after we receive it. Please [contact us](#) if you filed your return more than three weeks ago. Then you need proof that you have mailed your amendment 1040X TO THE IRS.

FAO IMPORTANT REMINDER:

- Don't wait until the end of the semester to submit your documentation.
- Check your City Tech e-mail account all times for important updates and information.
- View your financial aid to do list.
- View your financial aid award.
- Check your bill status.
- Don't assume, ensure you have your bill covered.
- Don't wait, come to the office ASAP for any concern.

GOOD LUCK!!