Hostos Community College

FILING YOUR 2014-15
FINANCIAL AID APPLICATION

This booklet covers several topics you should review before you apply for financial aid for the Summer 2014, Fall 2014 & Spring 2015 semesters.

- **Information needed to apply for Financial Aid**

- **Instructions on Filing Your FAFSA online application Filing Your TAP online application**

- **Filing Your TAP online application**

- **What Is Verification & How Does It Affect You?**

- **How to Request a Free IRS Tax Return Transcript**

- **How to view your awards online**

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Collect the needed information to apply
File 2013 Income Tax Returns

You & your spouse (if married) or parents (if dependent) should file 2013 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 the applicable following items and documents for you and your spouse (if married) and your parents (if under Financial Aid regulations you are considered a dependent student):

- Social security number
- Date of birth
- Date of marital status
- Your alien registration/permanent resident number (if you are not a U.S. citizen)
- 2013 Federal tax documents
- NY State (IT-201) tax documents if filed in NY
- 2013 W-2 forms
- Recent bank, stock, real estate & business amounts

Get Federal PINs for you & one of your parents (if dependent)
- Request Federal PINs at: **http://www.pin.ed.gov**
- If you and a parent already have PINs, use them to sign your application — you can use the same PIN every year

File your FAFSA on the Web
http://www.fafsa.gov

- The FAFSA is used to apply for Federal Pell Grant, SEOG, Work-Study and Student Loans
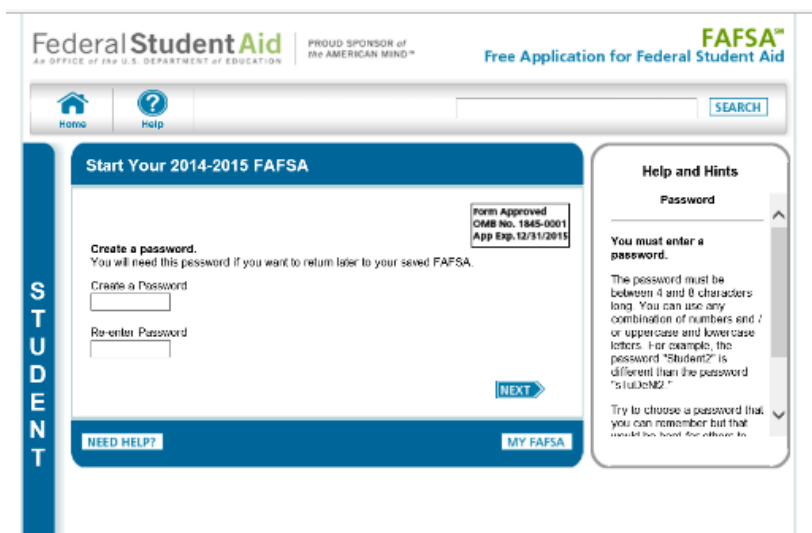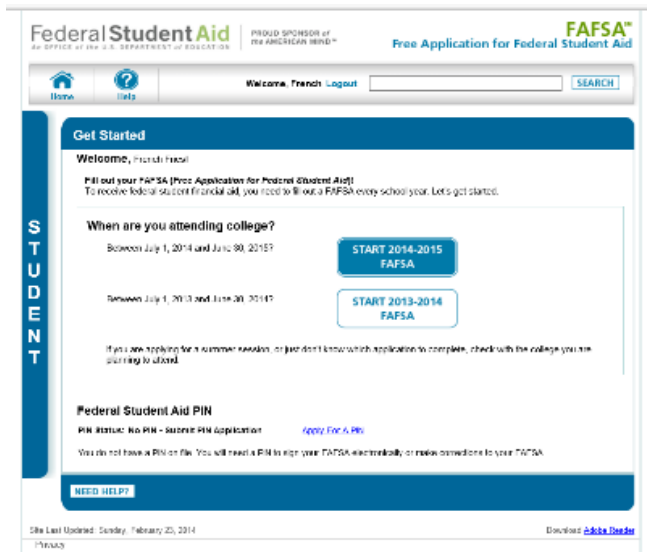
- Select the appropriate Academic Year. If you have applied for FAFSA before, you may be given the option of "Renewal".

- When prompted, create a password. The password you create on this page will be the password you use if you do not submit your FAFSA application and want to continue from where you last saved. Returning users will also be asked to enter their PIN#. If you do not know your PIN# you may also request a duplicate PIN# by clicking on the link titled "I forgot my PIN".

- If you need to return or forward through different pages, use the "previous" & "next" buttons at the bottom right of the page, not the forward or back buttons on your browser.

- Make sure you enter the correct information, review any pre-filled answers and make any necessary changes on the following pages including:

  -Name as it appears on the Social Security card,
  -Address including the apartment #
  -The correct and active e-mail account

Entering the School Code

- On the School Selection page, you do not need to enter the name and location of the school that you want to receive your FAFSA information if you know the school code. Enter the school code in the "Federal School Code" box towards the right of the page, then click on "SEARCH". After entering a school code, scroll down and you will see the college listed. Select the school and click on "add". You may add up to 10 schools on the FAFSA application. The TAP application can only list one college per semester and will automatically enter the first college listed on your FAFSA which you may change.

Dependency Status

The Dependency Status page will ask you a series of questions to determine if under Financial Aid regulations you are considered an Independent student. Read the questions carefully before checking "yes" or "no". If you are considered a dependent student, you must provide your parent(s) information regardless if your parent(s) are or are not providing you with shelter or income, or if they do not have a social security #. If you are considered an Independent student you do not need to answer questions about your parents.

Financial Information

- Make sure you are aware if the questions asked are regarding the <u>student</u> or the <u>parent</u>.
- Do not skip questions or leave any fields unanswered.
- Do not choose "yes" when asked if you would like to skip questions about your assets.
- Unreported income or monetary assistance from someone who provided you with support can be entered as untaxed income or where asked "money received not reported anywhere else on this form" towards the end of the application.

Using the IRS Data/IRS Link Retrieval Tool

The IRS Data Retrieval Tool allows you to transfer tax information from IRS records to your FAFSA. If you & your parent(s) have indicated on your FAFSA that you have already filed 2013 taxes, you may be given the option to use this tool (titled "LINK TO IRS") depending on the filing status of the tax payer. Using this tool is the best option. If you choose not to use this option, or if you use this option but change a pre-filled answer that was "transferred from the IRS", you may be required to submit documentation and additional information to the Financial Aid Office after your application is processed.

Note:

- Tax return data and transcripts will be available online in $1^{1/2}$ - 2 weeks from www.irs.gov after a tax return is filed electronically. If taxes were mailed via post office, IRS data be available online in 4-8 weeks.

- For dependent students, there are 2 separate Financial Information sections on the FAFSA. If both the student and parent(s) filed an income tax return, the student's PIN# will be used to IRS link the student's tax information, and parent's PIN# will be used to IRS link the parent's tax information.

- The IRS Link option cannot be used if:
 - Taxes were filed with a tax payer ID instead of a valid social security number issued by the
   Social Security dept.

If you choose use the tool, you will be transferred to the IRS Website.
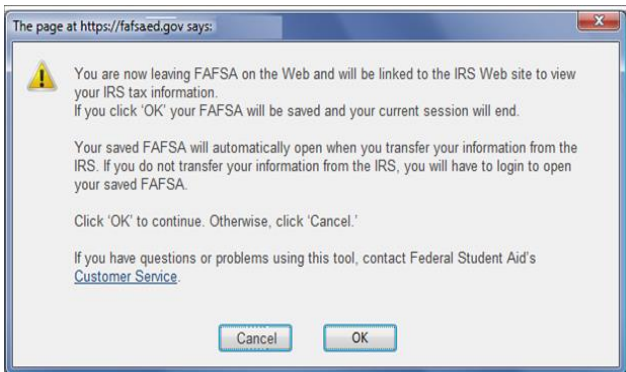
On the IRS Website, you will be prompted to enter information as it appears on your tax return. On the tax return, be aware of:
- How the address was written
- Any capital or lower case letters
- If the apt# was entered on the address box or apt box

The information entered on this IRS webpage is for verification purposes, if the information does not match with IRS records, the data retrieval option may not be used. The name and address you enter on this page will not affect the name and address you entered at the beginning of your FAFSA application.

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 selecting the "Transfer My Tax Information into the FAFSA" then clicking "Transfer Now" button.

After you have transferred your data, you will be returned to the FAFSA website to finish your application. Make sure not to change any of the financial data that was "transferred from the IRS". Remember that both you and your parents (if applicable) will need to go through a separate authentication process if you both filed taxes.

Note: IRS retrieval option does not fill all the financial information questions on your FAFSA application. You should:

- Click every question box, review and answer them accordingly. There are sections for income from Federal Work study, Internships, Compensatory pay, untaxed income, money received from other sources.
- Do not enter any amounts of Public Assistance (Public assistance budget letters may be requested after the FAFSA has been processed).
- Do not skip or allow the application to skip any questions about assets.
- Use the "Helpful Hints" box to the right of the application for help

After submitting the application, you will be presented with a Confirmation page for your records. On the Confirmation page, you may have the optional feature of linking to the New York State application (TAP).

You can view your FAFSA application results (Student Aid Report or SAR) in 3-10 days by logging into your account at **http://www.fafsa.gov**.

Applying for New York State Aid (TAP)

If on your FAFSA Confirmation page, you did not use the "Optional Feature — Start your state Application" you may Log in directly at **www.tapweb.ny.gov**. 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 federal student aid one may be receiving.

After logging in to your TAP account:

- Review the pre-filled answers on your application, correct any wrong information & answer any questions that are unanswered. For dependent students, if parents are separated before the year 2013, only the information of the parent has custody should be entered.

- If you need to add Hostos on the school section, click on the "search" button, type in "CUNY (a space) Hostos", then click on the prompted Hostos link which will add Hostos to the semester your select.

- You will check the status of your TAP application in 2-4 weeks after completing your application by logging on to **http://www.hesc.ny.gov**. Also verify on your school account that any approved award has been posted.

APTS (Aid to Part-Time Study)

If you plan to attend Hostos CC as a part-time student, you may be eligible for a New York State Aid to 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.

To complete a "Supplement Form":

Log on to your CUNY 1st account at www.hostos.cuny.edu/first

--> Self-service --> student center

--> (In the "Finances" section) supplement Form

Institution**:** For Hostos, you may enter "HOS01" in the box or

--> Click on the magnifying glass

--> (under "search results") select the Academic institution you will attend.

For Aid Year**:** Enter the appropriate year or

--> Click on the magnifying glass

--> (under "search results") select the Academic Year you will attend (2015 represents the Fall 2014 - Spring 2015 academic year).

Complete the displayed online form, do not leave any questions blank/unanswered and click on "submit".

FOLLOW UP

If at least two weeks have passed since you filed your FAFSA or have handed in requested documentation to the Financial Aid office, you should check the status of your application on your online student college account.

How Can I View My Awards Online?

To view your status online, you must have an application on file with the school code entered on the application. Allow 24-48 hours after you register classes for Financial Aid information to be updated on your CUNY 1st account.

Use step (1) to verify if your FAFSA and TAP applications have been processed and have no issues. Use step (2) to see if your awards have been used to pay your balance:

Log on to CUNY FIRST (www.hostos.cuny.edu/first/)

-->Self Service --> Student Center --> (Under "Finances", click on) "Account Inquiry". Make sure you are reading only the row with correct semester and award year.

-The "Pending aid" column displays the award that has been funded. (To the Right of that column)

-"Total due", will display if you still have a balance. If the "total due" column is blank, it means your balance has been completely covered. Any remaining balance/unpaid tuition should be handled with the Bursar department (room D-B104, 718-518-4373).

If a page stating "you have no outstanding balances" is displayed, click on

-->Activity

You will be able to see charges and payments to your account. Make sure the correct semester and term is selected. To know if you have remaining money from grants, add all amounts on the

"Payment" column, then from that amount, subtract all amounts on the "Charge" column. If the total amount of payments is more than your total charges, you should have a remaining money which can be disbursed to you during the semester.

For questions about your CUNY 1st account, contact the help desk at 718-518-6622/718-518-6646

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. If you 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 a list of documentation along with some forms for you to fill in order to complete your application process.

Such documentation may include but are not limited to:
Signed copy of IRS tax transcripts, W2 forms, statement from I.R.S. showing proof non-filer of taxes, proof of U.S. citizenship, copy of permanent resident card (front and back), copy of Social Security benefit statement, copy of Budget letter for Public Assistance recipients, copy of food stamp (SNAP) information, proof of registration with Selective Service, copy of Social Security card, copy Birth Certificate, copy of Marriage Certificate.
The requested information varies between applicants.

Note:

If IRS Tax Transcripts are one of the required documents needed in order to complete verification, make sure you hand in a transcript from the IRS dept. (www.irs.gov). We can no longer accept copies of tax returns that you or your tax preparer completed. See sample of IRS Transcript, W2 & Verification form below.

You can view instructions on how to order a Return transcript at our website www.hostos.cuny.edu/ofa

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Internal Revenue Service
United States Department of the Treasury

This Product Contains Sensitive Taxpayer Data

Request Date:
Response Date:
Tracking Number:

Tax Return Transcript

SSN Provided:
Tax Period Ending:

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

SSN:
SPOUSE SSN:

NAME(S) SHOWN ON RETURN:

ADDRESS:

FILING STATUS: Married Filing Joint
FORM NUMBER:
CYCLE POSTED:
RECEIVED DATE:
REMITTANCE:
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:

Income

WAGES, SALARIES, TIPS, ETC:...........................
TAXABLE INTEREST INCOME: SCH B:.......................
TAX-EXEMPT INTEREST:..................................
ORDINARY DIVIDEND INCOME: SCH B:......................
QUALIFIED DIVIDENDS:..................................
REFUNDS OF STATE/LOCAL TAXES:.........................
ALIMONY RECEIVED:.....................................
BUSINESS INCOME OR LOSS (Schedule C):.................
BUSINESS INCOME OR LOSS: SCH C PER COMPUTER:..........
CAPITAL GAIN OR LOSS: (Schedule D):...................
CAPITAL GAINS OR LOSS: SCH D PER COMPUTER:............
OTHER GAINS OR LOSSES (Form 4797):....................
TOTAL IRA DISTRIBUTIONS:..............................
TAXABLE IRA DISTRIBUTIONS:............................
TOTAL PENSIONS AND ANNUITIES:.........................
TAXABLE PENSION/ANNUITY AMOUNT:.......................
RENT/ROYALTY/PARTNERSHIP/ESTATE (Schedule E):.........
RENT/ROYALTY/PARTNERSHIP/ESTATE (Schedule E) PER COMPUTER:....
RENT/ROYALTY INCOME/LOSS PER COMPUTER:................
ESTATE/TRUST INCOME/LOSS PER COMPUTER:................
PARTNERSHIP/S-CORP INCOME/LOSS PER COMPUTER:..........
FARM INCOME OR LOSS (Schedule F):.....................
FARM INCOME OR LOSS (Schedule F) PER COMPUTER:........
UNEMPLOYMENT COMPENSATION:............................
TOTAL SOCIAL SECURITY BENEFITS:.......................

CU NY — The City University of New York

2014–2015 Standard Verification Worksheet

V1-Dependent Student

Hostos Community College — FINANCIAL AID OFFICE

Your 2014–2015 Free Application for Federal Student Aid (FAFSA) was selected for review in a process called "Verification". The Financial Aid Office at your college must compare information from your FAFSA with information you provide on this worksheet and with any other required documents. If there are differences, your Financial Aid Office could require additional documentation and/or your FAFSA information 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
1. If you or your parent(s) are tax filers, obtain a **2013 IRS Tax Return Transcript** for yourself, and your parent(s). The Financial Aid Office cannot accept preparer's copies of the required tax documents. You may obtain an IRS Tax Return Transcript online at www.irs.gov/Individuals/Get-Transcript or by phone at 1-800-908-9946. Make sure you request an IRS Tax Return Transcript and NOT an IRS Tax Account Transcript. Important Note: If you used the IRS Data Retrieval tool to transfer your IRS income data into your FAFSA, you may not have to submit the IRS Tax Return Transcript.
2. Complete all sections of this worksheet – you and one of your parents must sign the certification (Section F) on page 3 of the worksheet.
3. Submit the completed worksheet, tax return transcripts, and any other required documents to the Financial Aid Office at your college.

A. Student's Information

Student's Last Name	First Name	M.I	Student's Social Security Number
Student's Street Address (include apt. no.)			Student's CUNYfirst ID#
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 support between July 1, 2014 and June 30, 2015. Include:
- Yourself and your parent(s)
- Your parent(s)' other children if (a) your parent(s) provide more than half of their support, or (b) if the other children would be required to provide parental information were they to complete a FAFSA for 2014–2015. Include children who meet either of these standards, even if they do not live with your parent(s).
- Other people if they now live with your parent(s), and your parent(s) now provide more than half of their support and will continue to provide more than half of their support through June 30, 2015.

Write the name of the college below for any household member, excluding your parent(s), who will be enrolled, at least half time in a degree, diploma, or certificate program at an eligible postsecondary educational institution any time between July 1, 2014, and June 30, 2015.

If more space is needed, attach a separate page with student's name and the last 4 digits of student's SSN at the top.

Full Name	Age	Relationship	College	Will be Enrolled at Least Half Time
Example: Jane Smith	18	Sister	State University	Yes
		Self		

2014-15 Standard Verification Worksheet V1-Dependent Student Page 1 of 3

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a Control number			This information is being furnished to the Internal Revenue Service. If you are required to file a tax return, a negligence penalty or other sanction may be imposed on you if this income is taxable and you fail to report it.	
		OMB No. 1545-0008		
b Employer identification number			1 Wages, tips, other compensation	2 Federal income tax withheld
c Employer's name, address, and ZIP code			3 Social security wages	4 Social security tax withheld
			5 Medicare wages and tips	6 Medicare tax withheld
			7 Social security tips	8 Allocated tips
d Employee's social security number			9 Advance EIC payment	10 Dependent care benefits
e Employee's first name and initial Last name			11 Nonqualified plans	12a See instructions for box 12
			13 Statutory employee ☐ Retirement plan ☐ Third-party sick pay ☐	12b
			14 Other	12c
				12d
f Employee's address and ZIP code				
15 State Employer's state ID number	16 State wages, tips, etc.	17 State income tax	18 Local wages, tips, etc.	19 Local income tax 20 Locality name

Form **W-2** Wage and Tax Statement

Department of the Treasury—Internal Revenue Service

Receiving Payment of Financial Aid

Financial Aid funds are paid to the student's account electronically after classes have been registered. Remaining funds after tuition is met can be paid to the student by the following disbursement options:

(1) Direct deposit to your CUNY "Scholar Support Pre-paid   Card" (www.cuny.edu --> Financial Aid --> Information and resources --> (to the left) Scholars Support

(2) Direct deposit to the student's bank account (contact the Bursar's dept.)

(3) Check mailed to the address entered on the student's FAFSA application

For More Information

Learn more about the opportunities available to finance your college education and other useful information including our office hours and **F**inancial **A**id **TV** by visiting Hostos Community College Office of Financial Aid Website at **http://www.hostos.cuny.edu/ofa**

File your Financial Aid applications early

It is always recommended that you file your Financial Aid applications as early as possible. For free assistance from our staff, visit our "Micro lab" Room D-B102 during office hours", make sure to bring all the necessary information needed to apply.   .

College Contact Information

Admission's Office: Room D-B210 / A-102, 718-518-4405

Bursar's Office: Room D-B103, 718-518-4373

Registrar's Office: Room D-207, 718-518-6771

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