



**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

STUDENT'S COPY



DOCUMENTATION REQUIREMENTS

2013-2014 Academic Year

2013-2014 DOCUMENTATION REQUIREMENTS

CITIZENS:	<p>Certificate of Naturalization or Certificate of Citizenship or U.S. birth certificate.</p> <p>If SSA message: Signed U.S. passport also appropriate. Except limited passports (which are typically issued for short periods such as a year and which don't receive as much scrutiny as a regular passport when applying). If student was over 16 when his/her passport was issued, his/her passport is valid for 10 years. If student was 15 or younger when his/her passport was issued, his/her passport is valid for 5 years. Passport should be issued for 10 years.</p>
ELIGIBLE NON-CITIZENS	Photocopy of both sides of alien registration card or I-94 or stamped passport
VETERAN STATUS:	<p><i>DD214 form or a VA statement indicating (1) that you have engaged in active duty in the U.S. Armed Forces, or are a National Guard or Reserve enlistee who was 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)</i></p> <p>(GI Bill toll free number: 1.888.442.4551, Regional Office at 245 W. Houston St, NYC, 1.800.827.1000)</p>
SELECTIVE SERVICE:	<p><i>Non-Citizens who first enter the U.S. after the age of 26 are not required to register. Documentation: Passport showing date of entry & student's 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)</i></p> <p>To Register: (http://www.sss.gov/regist.htm)</p>

LIMITED PASSPORT (ANY PASSPORT ISSUED WITH LESS THAN THE FULL 10-YEAR VALIDITY TO INDIVIDUALS 16 YEARS AND OLDER AND LESS THAN 5-YEAR VALIDITY FOR INDIVIDUALS UNDER THE AGE OF 16) CANNOT BE USED TO VERIFY A STUDENT'S NATURLIZATION/CITIZENSHIP STATUS.

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

Independent Status

An independent student will be required to verify his/her status by filling out the dependency status information form and Verification Worksheet. In addition, the specific application item that makes the student independent will be verified as follows:

➤ Orphan: A student who was an orphan —both her parents were dead—when 13 or older is independent even if she was subsequently adopted.	Parent's death certificate (s)
➤ Foster Child: A student who was at any time since the age of 13 a foster child is independent even if her status changed later.	Court Documentation
➤ Ward of the court: A student who was at any time since the age of 13 is a ward of the court if the court has assumed legal custody of her/him even if her/his status changed later.	Court Documentation
➤ LEGAL GUARDIAN: Students are independent if they are, or were upon reaching the age of majority	Court decision (court must be located in student's state of legal residence). Legal Age for NYS is 18 years old. A student is independent if he/she were in legal guardianship up to age 18.
➤ EMANCIPATED MINOR: Students are independent if they are, or were upon reaching the age of majority	We shall verify all students who answer yes to Emancipated minor question Court decision (the court must be located in student's state of legal residence at the time the court's decision was made) Age of Majority
➤ HOMELESS: Unaccompanied homeless youth (55–57).	We shall verify if there is reason to doubt the statement provided by one of the following documents: Determination document from high school or school district liaison. Determination document from the director of an emergency shelter or transitional housing program funded by the U.S. Department of Housing and Urban Development. Determination document from the director of a runaway or homeless youth basic center or transitional living program If the student cannot produce the above documentation, We may make a determination of homeless upon collecting the appropriate documentation and reviewing/consulting with the local school district liaison
➤ DISLOCATED WORKER	We shall not verify unless we have conflicting information by providing at least one of the following items: <ul style="list-style-type: none"> • Termination Letter from employer. • Lay-Off letter from employer.

THE VERIFICATION PROCESS

Your application (FAFSA) was selected for verification either by the Federal government, Central Processing System (CPS) or by the Financial Aid Office. We are required to verify the selected information so your eligibility can be determined and before awarding and disbursing Federal student aid.

If you are selected for verification, you must submit the required documents within 120 days after your last date of attendance at New York City College of Technology or by August 30, 2014, whichever is earlier. **We cannot make any federal financial aid payments or process Federal Direct Loans until all verification requirements have been met.**

Verification Worksheet:

You and your parent (if dependent) must complete and sign the **Verification Worksheet** and all other forms given to you. **DO NOT LEAVE BLANKS.** Please answer with a “0” or “N/A” if there is no value to report.

IRS Tax Transcript:

Attach a signed copy of 2012 IRS tax transcript for you/spouse and your parents (if dependent). You may also have to submit a copy of 2012 IRS W-2 transcripts for you/spouse and parents (if dependent).

Parent or Spouse that lives abroad:

If your spouse or one of your parents (if dependent) lives abroad or recently moved to the USA, you need to submit his/her income for year 2012 from overseas. Submit a letter from the employer and or statement from him/her explaining his/her income for year 2012. If a foreign income tax was filed, the income information should be converted to U.S. dollars.

ASSET

Asset information includes value of all assets as of the date your FAFSA was signed.

Real Estate: Net worth of rental property, land, second or summer homes that have its own entrance, kitchen, and bath, that is rented to someone other than a family member (family member includes persons directly related to you, such as, parent, sister, cousin or persons who are/were related to you by marriage, such as, step parents or sister-in-law).

Net Worth is the Value minus Debt (amount owed for property) multiply by the percentage of the property that is rented out. The value is the current market value. The debt is how much you/spouse or parents (if dependent) owe on the property. Include the value of multifamily dwellings that you own (exclude the portion of a dwelling that is your principal/primary residence).

You can check the status of your financial aid by logging into your CUNYFIRST Account and going to Student Center “Self Service.”

DOCUMENTATION CHECKLIST (DOCUMENTS TO BE SUBMITTED)

- ✓ Completed (appropriate) Verification Worksheet for non-tax filers
- ✓ Need signed statement for Non-Tax filer and IRS Non-Filing letter
- ✓ Need parent's signature on Correction Worksheet if IRS Tax Transcript is not signed by parents, and we are submitting corrections to CPS.
- ✓ Need parent's signature (Correction Worksheet) or signed statement for savings, investments (including value of real estate), business.

2013-2014 VERIFICATION ITEMS

ITEMS	DOCUMENTATION
1. HOUSEHOLD SIZE:	Verification Worksheet
2. NUMBER IN COLLEGE:	Verification Worksheet
3. FOOD STAMPS-SUPPLEMENTAL NUTRITION ASSISTANCE PROGRAM (SNAP):	<ul style="list-style-type: none"> • Verification Worksheet If request for additional documents, student should provide: • Completed SNAP Form • Food Stamp Payment History
4. CHILD SUPPORT PAID:	<ul style="list-style-type: none"> • Verification Worksheet If request for additional documents, student should provide: • Completed Child Support Paid Verification Form
Income information for Tax Filers <ul style="list-style-type: none"> • Adjusted Gross Income (AGI) • U.S. Income Tax Paid Untaxed Income: only the following untaxed income if reported on the 2013-2014 FAFSA <ul style="list-style-type: none"> • Untaxed IRA Distributions • Untaxed Pensions • Education Credits • IRA Deductions • Tax Exempt Interest 	IRS Data Retrieval Process. 2012 IRS Tax Transcript 2012 IRS W-2 Transcript
Income information for non-Tax filers Income Earned from Work	2012 IRS W-2, 1099 Transcript If request for additional documents, student should provide: <ul style="list-style-type: none"> • Non filing status letter from IRS • Signed statement explaining source and amount of income
1) Balance of cash, savings, and checking accounts as of the date FAFSA was filed.	Signed statement from student or parent (dependent student). Bank statement might be requested
2) Net worth (total value minus total debt) of students' or parents' investments, including real estate as of the date FAFSA was filed. Do not include the home student/family lives in.	Signed statement from student or parents of net value.

<p>3) Net worth (total value minus total debt) of students' 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.</p>	<p>Signed statement from student or parent</p>
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<p>HIGH SCHOOL DIPLOMA COMPLETION</p>	<ul style="list-style-type: none"> • Copy of high school diploma • Copy of final, official high school transcript that shows the date when the diploma was awarded • Copy of a General Educational Development (GED) certificate or GED transcript • An academic transcript that indicates that you (student) successfully completed at least a two-year program that is acceptable for full credit toward a bachelor's degree • Copy of a secondary school completion credential for home-school (other than a high school diploma or its recognized equivalent) if state law requires home-schooled students to obtain that credential. • A transcript or the equivalent, signed by your parent or guardian (if you were home-schooled), that lists the secondary school courses that you (student) completed and documents the successful completion of a secondary school education in a home-school setting.
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<p>IDENTITY AND STATEMENT OF EDUCATIONAL PURPOSE</p>	<p>You must appear in person at the Financial Aid Service Window and present a valid, government-issued photo identification (ID) such as:</p> <ul style="list-style-type: none"> • a passport • driver's license, or • Other state-issued ID <p>If you (student) are unable to appear in person at the Financial Aid Office, you must sign and submit the "Statement of Educational Purpose", and you must submit a copy of your government issued photo ID (passport, driver's license, or other state-issued ID) with the statement signed by a notary public confirming that you appeared before him and presented the ID confirming your (student) identity.</p>
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Special Situations for Tax Filers

<p>Income information for tax filer with these situations <i>(separated, divorced, widowed, filing extension, filed a joint tax return and is married to someone other than the person included on a joint tax return)</i></p> <p>Adjusted Gross Income (AGI)</p> <ul style="list-style-type: none"> • U.S. Income Tax Paid <p>Untaxed Income: only the following untaxed income if reported on the 2013-2014 FAFSA</p> <ul style="list-style-type: none"> • Untaxed IRA Distributions • Untaxed Pensions • Education Credits • IRA Deductions • Tax Exempt Interest 	<p>2012 IRS Tax Transcript 2012 IRS W-2 Transcript</p> <p>IRS form 4868 (Application for Automatic Extension of Time to file US Tax Return). However you must submit your tax transcript 120 days after your last day of attendance or August 30th 2014 whichever is earlier.</p>
<p>FILING AN AMENDED TAX RETURN (FORM 1040X)</p>	<ul style="list-style-type: none"> • Signed copy of the 1040X Form that was filed (must be stamped by IRS AND • Signed copy of the original tax return that was filed, OR • IRS Tax Return Transcript OR • Any IRS transcript (such as a Return Transcript for Tax Payer {RTFTP} that includes all the income information required to be verified (AGI, income tax paid, education credits, etc.)

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 2012 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 the IRS Data Retrieval 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.

The screenshot shows the FAFSA Parent Financial Information section in a web browser. The page title is "Parent Finances 1 - FAFSA on the Web - Federal Student Aid - Windows Internet Explorer". The URL is "https://fafsa.ed.gov/FAFSA/app/FAFSA?execution=s2s12". The page has a sidebar with the word "PARENT" vertically. The main content area has a green checkmark icon and the text "Application was successfully saved." Below this, it asks "For 2012, have your parents completed their IRS income tax return or another tax return?" with a dropdown menu set to "Already completed". A green box highlights the text: "You, the parents, may be able to use the [IRS Data Retrieval Tool](#) to view and transfer your tax information from the IRS." Below this are five questions with radio button options: "Did either or both parents file as Married Filing Separately?", "Did either or both parents file as Head of Household?", "Did you, the parents, file an amended tax return?", "Did you, the parents, file a Puerto Rican or foreign tax return?", and "Did you, the parents, file taxes electronically in the last 3 weeks (or by mail in the last 8 weeks)?". At the bottom are buttons for "PREVIOUS", "NEXT", "NEED HELP?", "SAVE", "CLEAR ALL DATA", "VIEW FAFSA SUMMARY", and "EXIT". A "Help and Hints" sidebar on the right explains the question about the 2012 income tax return. The Windows taskbar at the bottom shows the Start button and several open applications.

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, 2012
- 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.

Leaving FAFSA on the Web - Student - FAFSA on the Web - Federal Student Aid

Page 1 of 1

Leaving *FAFSA on the Web*

You are now leaving *FAFSA on the Web* and will be transferred to the IRS Web site to access your IRS tax information. Your information will be saved and your *FAFSA on the Web* session will end.

Your saved FAFSA will automatically open either when you transfer your information from the IRS or choose to return to *FAFSA on the Web* from the IRS Web site. If you do not transfer your information or choose not to return to *FAFSA on the Web* from the IRS Web site, you will have to log in to open your saved FAFSA.

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

If you have any questions or problems using this tool, view available [Help](#) options for assistance.

CANCEL

OK

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.


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

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).

Return to FAFSA | Log Out | Help

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	<###-##-6789>	
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.

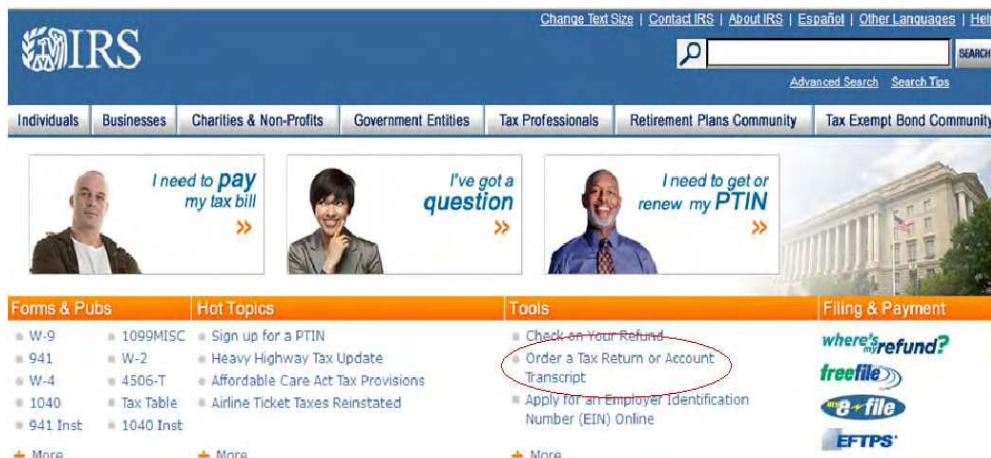
HOW TO REQUEST A FREE IRS TAX RETURN TRANSCRIPT

IRS Tax Return Transcript Request Process

Tax filers can request a transcript free of charge, of their 2012 tax return from the IRS in one of three ways.

I. Online Request:

- Available on the IRS Web site at www.irs.gov
- In the **Online Services** section of the homepage click “Order a Tax Return or Account Transcript”
- Click “Order a Transcript”
- Enter the tax filer’s 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.
- Click “Continue”
- In the **Type of Transcript** field, select “Return Transcript” and in the **Tax Year** field, select “2012”.
- 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
- Tax filers must follow prompts to enter their social security number and the numbers in their 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 “**2012**”.
- 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.

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 tax filers with the option to have their 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. Some institutions may have difficulty matching a parent’s incoming IRS Tax Return Transcript to the aid applicant, as the two names may be different.

- On line 6, enter “2012” to receive IRS tax information for the 2012 tax year that is required for the 2012-2013 FAFSA.
- The tax filers (or spouse if requesting information from a joint tax return) must sign and date the form and enter their 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.

- Tax filers can expect to receive their transcript within 5 to 10 days from the time the IRS receives and processes their 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 the tax filer that it was not able to provide the transcript.

TAX TRANSCRIPT UNAVAILABLE

If you or your parents request a 2012 tax year IRS tax return transcript, and you are unable to get an IRS tax return transcript from IRS, you may submit the following:

- Signed copy of tax year 2012 tax return (form 1040, 1040A, or 1040EZ), AND
- A copy of the response from IRS (must be signed by student or parent) explaining that the IRS could not provide the transcript if you or your parent tried to get the transcript using the paper Form 4506-T or 4506T-EZ.
- A signed copy of a screen print from the official IRS Web Page showing a message that the transcript request was unsuccessful if you (student) or parent tried to get the transcript using the Internet.
- If you (student) or parent used the telephone method to request the IRS tax transcript and was unsuccessful, you or parent must request a tax return transcript using either the online or paper method.
- Submit a completed and signed (student or parent) 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 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.