

FAFSA FILING TIPS 2011-2012

Avoid application errors. Use this guide to help you answer the most difficult questions.

FAFSA WEBSITE www.fafsa.gov if you use fafsa.com you will be charged a service fee.

STUDENT DEMOGRAPHICS

>Are you male or female? Don't leave this blank.

>What is your state of residency? Select your legal state of residency from the drop down.

STUDENT ELIGIBILITY

>Are you a US citizen?

Eligible non-citizens (I-551 /green card holders) need their alien registration number.

>Will you have your 1st Bachelor's degree before July 1st 2012?

Answer "no" UNLESS you already have your Bachelor's Degree as of the day you are completing your FAFSA.

>When you begin 2011-2012, what will be your grade level?

Determine the number of credits you'll have by the ending of the Spring 2012 semester.

<i>Never attended 1st year</i>	<i>0 credits</i>
<i>1st year attended before</i>	<i>under 24 credits</i>
<i>2nd year</i>	<i>24-59</i>
<i>3rd year</i>	<i>60-89</i>
<i>4th year</i>	<i>90-120</i>
<i>5th year Public Accounting</i>	<i>121+</i>
<i>Graduate MBA</i>	

>What degree program will you begin in 2011-2012?

Answer Associate degree, Bachelor's degree or Graduate (MBA or MS).

>Are you interested in Federal Work Study? Work Study is financial aid for students who are interested in temporary or part-time work on or off campus. Answer yes or no.

If interested meet with OCA for information.

SCHOOL SELECTION

Enter **Monroe College Federal School code 004799** then click **ADD**

Living status: select from the drop down; on campus, off campus, living with parent.

DEPENDENCY STATUS

>How do I determine if I am independent or dependent for Federal Aid?

If you can answer "No" to **ALL** of the following questions, you are a **dependent student** and will need your parents'/stepparent's information (2010 income information, social security numbers, and dates of birth).

- Were you born before 1/1/88?
- Are you working on a Masters or Doctorate program?
- Are you married?
- Do you have children you support? (You must be providing more than half of the child's support between July 1, 2011 and June 30, 2012)
- Do you have dependents other than children or a spouse that you support? (The dependent **must be living with you** and you must be providing more than half of his/her support, now and through June 30, 2012)
- Are you a veteran of the U.S. Armed Forces?
- Are you on active duty in the U.S Armed Forces?
- Are you an orphan or ward of the court?

>How do I answer information about my household size?

- If you are independent and have children, your household size always includes you, your spouse, and the children you will support between July 1, 2011 and June 30, 2012. This includes an unborn child that will be born during that period of time.
- If you are dependent, the household size includes you, your parent(s) and dependents your parent will support between July 1, 2011 and June 30, 2012.
- Household may also include dependents other than your child who live with you now or your parent now and will continue to receive more than ½ of their support between July 1, 2011 and June 30, 2012.

Support means housing, food, clothing, and actual cash contributions.

FINANCIAL INFORMATION 2010 income

>The following income must be included on your FAFSA.

- Tax Return shortcut: Transfer IRS data to your FAFSA using your Federal Pin number. The address information listed on the tax return should match the FAFSA. Enter your wages from work.
- Tax return line by line entry: Enter Adjusted Gross Income (AGI), wages from work, income tax paid and exemptions. Avoid errors: The AGI, income from work and taxes paid are not equal.

Additional income/ Un-taxed income

Click on financial questions that apply to your/your spouse or parents.

- Hope Lifetime Credit (Education Credit) page 2 (1040-line 49, 1040A-line 31).
- Tax deferred pension/savings (W-2's 12a-12d codes D,E,F,G,H and S).
- IRA deductions payments, SEP, SIMPLE AND Keogh (1040-line 28 & 32, 1040A-line 17).
- Tax exempt interest income (1040 /1040A-line 8b).
- Untaxed IRA distribution 1040-line 15a minus 15b, 1040A-line 11a minus 11b.
- Untaxed pension 1040-line 16a minus 16b, 1040A-line 12a minus 12b.
- Untaxed income not reported elsewhere and 1040-line 63 or 1040A line-40 Making Work Pay tax credit.
- Money received or paid on your behalf. Enter the amount of income received to help with living expenses such as housing, food, and clothing. Enter the amount of cash you received in 2010 as well.

If you worked and **WILL NOT FILE** taxes for 2010, you need to report your wages earned from work.

- **OTHER INCOME QUESTIONS**

Income received from federal programs such as SSI, Food Stamps (SNAP), TANF (Public Assistance), Free or reduced price lunch, WIC. Do not leave this blank. Check which ever applies or NONE of the above.

- **QUESTIONS ABOUT YOUR ASSETS**

Be prepared to answer information about your assets, such as checking, savings, even if its "0".

FEDERAL PIN NUMBER www.pin.ed.gov

Simplify your FAFSA, use your Federal PIN to renew, transfer IRS tax data, and sign your application. Dependent students can have their parents apply for one too!

After logging on to the FAFSA the PIN status will be verified. You may [Request a Duplicate PIN](#) or [Apply for a PIN](#) at this time.

Hint: for your security, the PIN will be displayed if you answer your challenge question correctly. Your answer is case sensitive and you will only have 3 chances to retrieve the PIN before you are locked out. If you are locked, you may apply for a new PIN and will have to wait 3 days to use it.

Having a Federal PIN shortens your application process and allows you to electronically sign your application. If you choose not to use a PIN, you must [Print a Signature Page](#) and submit it to Student Financial Services.

SIGN AND SUBMIT

View and correct your summary before you sign and submit. **SIGN** using your Federal PIN.

****Dependent students: your parents may use their PIN now or they must sign the signature page****

If you choose to print the signature page, submit it to Student Financial Services.

[On-line students](#): attach a copy of this summary and FAFSA confirmation (see below) and send it to Ms. Ann Torres Student Financial Services Counselor for On-line Learning at atorres@monroecollege.edu.

FAFSA CONFIRMATION PAGE

[Bronx and New Rochelle students](#):

Print your confirmation page then submit it to Student Financial Services.

Hint: can't get to a printer? Save it to your personal e-mail.

New York State Residents don't exit from this page!

Look for Optional Feature-click on [start your state application \(TAP\)](#) from the FAFSA confirmation page.

TAP FILING TIPS

New York State Residents; Click on Optional Feature [state tuition assistance program \(TAP\)](#) from the FAFSA confirmation page. If you miss the link go to www.tapweb.org.

WHAT YOU NEED TO KNOW:

You must submit the FAFSA prior to working with the TAP on the Web. Most of the information needed to process TAP application is transferred from your FAFSA. Returning users: information from your 2010-11 TAP application may be used to process your application.

To complete your TAP on the Web you need to know the following:

- ❖ Marital status for you and parent (if dependent).
- ❖ Spouse's social security number.
- ❖ Questions about pension income received
- ❖ Tax return information for you (and your spouse's)
- ❖ If you live with your parents and they filed taxes, you will also need their 2010 tax return.
- ❖ Month and year of parent's disability if recent.

[First time users](#) must create a HESC user ID and PIN. When creating a user ID choose a challenge question and answer that you'll remember. If you forget your user ID HESC will store your user ID for future use, but you will need to provide the right answer.

[Returning users](#) can retrieve their HESC user ID and PIN by choosing [I forgot my User ID and PIN](#). You will need to re-set the pin number then sign in.

[SIGN IN](#) to the HESC Authentication System.

Select [NY HIGHER EDUCATION TUITION ASSISTANCE PROGRAM 2011-2012](#) to start your application.

INCOME INFORMATION

- You will be asked to report your tax filing status (see **section A** of your NYS Tax Return IT-150 and IT-201). Answer **Will Not File** if you are not required to file a tax return.
- Report any pension income received in 2010.
- Verify the income displayed on the TAP application. This amount may be the same as the income reported from the tax return, if not change it using the tax line items listed below.
IT-150 – New York Taxable Income - Line 25 **IT- 201** – New York Taxable Income - Line 37

SUMMARY

Review your TAP Application Summary.
Submit TAP application.

WHAT NEXT?

You will receive e-mails from the U.S. Department of Education and HESC/NYS Higher Education Services Corporation (TAP) as confirmation.

Please check your Monroe College e-mail periodically. To complete the Financial Aid process you will need to submit documentation to Student Financial Services as requested.

