FAFSA Confirmation page

- Print your confirmation page and keep it for your records — **DO NOT EXIT**
- Go to **Start your state application (TAP).**
- If you miss the link, go to www.tapweb.org.

Completing your TAP on the WEB
www.tapweb.org

- Sign and submit your FAFSA before applying for TAP
- Have your (and your spouse's) completed 2012 New York State Tax return
- If you live with your parents, you must have their completed 2012 New York State tax return.

Be prepared to answer the following:

- Marital status for you and your parents' date of separation, divorce or widow-hood.
- Social security numbers for spouse and parents, (if you are living with them)
- Income information for you and/or your parents: pension, NYS net taxable income.

How do you sign onto the HESC website?

- First time users: must create a USER ID and pin.
- Return users: (If you do not remember your PIN) Retrieve your ID and reset your pin by choosing
  - "I forgot my USER ID and pin"
- Sign into the HESC Authentication System — CONTINUE.
- Select 2013-2014 TAP Application —CONTINUE.
- Follow the instructions, review your summary then submit your application.

TAP COLLEGE CODES
2 year Associates degree undergrad 7518
2 year Nursing degree 7718
4 year Bachelor degree 6018

ADDITIONAL INFORMATION

Need help with your FAFSA?

Use SEARCH OPTION, LIVE CHAT
Or
Call the Federal Student Aid Information Center
1-800-433-3243

FEDERAL PIN SITE
www.pin.ed.gov 800 - 433 - 3243

New York State Higher Education (HESC)
www.HESC.com 888 - 697- 4372

TAP-on-the-WEB
www.tapweb.org 888 - 697 - 4372

Internal Revenue Service
www.IRS.gov 800 - 908-9946

Selective Service
www.sss.gov 847 - 688 - 6888

STUDENT FINANCIAL SERVICES (SFS)

Bronx SFS:
Phone: (646) 393-8500 FAX: (718) 817-8401

New Rochelle SFS:
Phone: (914) 740-6849 FAX: (914) 632-0441

Office Hours

Monday thru Thursday……8:30 a.m.—7:30 p.m.
Friday……..8:30 a.m.—2:00 p.m.
Saturday ……Call to confirm

Office hours are subject to change.

MONROE COLLEGE

Student Financial Services

FASFA &TAP GUIDE

2013– 2014

Get help paying for college.

What information do I need before I begin ?

- Eligible non-citizens need their alien registration number
- Income information for you and your spouse (if married) for 2012 such as tax returns, W-2's, untaxed income information, child support received and bank and investment information.
- If child support is paid, will need the amount paid in 2012. (If food stamps are received, the award letter may be needed.
- Dependent students must answer questions about their parents' marital status, social security numbers, dates of birth and provide information about their income and assets.
- Driver's License, if applicable

How do I know if I need parental information? Independent vs. Dependent

You are **independent** if you answer "**YES**" to any of the following:

- Born before Jan 1, 1990
- Currently enrolled in a Masters Program.
- Are married
- Have children who will receive more than 1/2 of their financial support from you between July 1, 2013 through June 30, 2014
- Have dependents other than children who live with you and will receive more than 1/2 of their financial support from you between July 1, 2013 and June 30, 2014.

You are a **dependent** student if you answer **"NO"** to all of the above.

Meet with a Student Financial Services counselor if there are circumstances which prevent you from obtaining parental information.

Completing your 2013-2014 FAFSA

- Go to the FAFSA HOME PAGE **www.fafsa.gov**
- Have your federal PIN for both you and your parent (if dependent). If you do not remember it, go to the PIN site on the FAFSA home page and request a DUPLICATE PIN.
- Go to RENEWAL FAFSA for 2013-2014
- Use your Federal PIN to renew, transfer IRS tax data and sign your application. (Parents can use their PIN the same way)

Monroe College School Code

004799

WORKING WITH FINANCIAL INFORMATION

Early tax filing can help make updating your income information on the FAFSA simple by using the FAFSA-IRS Data Retrieval tool, which enables you to transfer your 2012 federal tax information to your FAFSA. If you are unable to do this, enter your tax information manually and request a tax transcript from the IRS by going to www.irs.gov or call 800-908-9946 .
The transcript will be needed if you are selected for verification.

FAFSA TAX WORKSHEET

FAFSA Line	IRS 1040EZ	IRS 1040A	IRS 1040
AGI	Line 4	Line 21	Line 37
Wages (Income from Work)	Line 1	Line 7	Lines 7 + 12 + 18
Income Tax Paid	Line 10	Line 35	Line 55
Total # of Exemptions	0	Line 6d	Line 6d
Hope Lifetime Credits (Education Credits)	N/A	Line 31	Line 49
Tax Exempt Interest Income	N/A	Line 8b	Line 8b
Taxable Earnings from Federal Work Study (W 2)		Question 43c on FAFSA	
Grant & Scholarship Aid reported to IRS and part of your adjusted gross Income.		Question 43d on FAFSA	
Combat Pay or Special combat pay		Question 43 e if reported as taxable income.	
Untaxed Portions of IRA distributions	N/A	Subtract 11b from 11a	Subtract 15b from 15a
Untaxed portions of Pensions & Annuities distributions	N/A	Subtract 12b from 12a	Subtract 16b from 16a
Information from W-2 Box 12a—12d for question 44 a on FAFSA	Boxes 12a-d,codes D,E,F,G,H,S	Boxes 12a-d,Codes D,E,F,G,H,S	Boxes 12a-d, Codes D,E,F,G,H,S
IRA and/or Keogh Deduction for question 44b on FAFSA	N/A	Line 17	Total of lines 28 + 32

FAFSA FILING TIPS:

Application errors create processing delays.

- What degree program will you begin in 2013-2014? Associate, Bachelor's or Graduate degree (MBA /MS)
- Will you have your 1st Bachelor's degree before July 1, 2013? **Don't answer "yes" UNLESS you already have your Bachelor's Degree.**
- When you begin 2013-2014, what will be your grade level? Determine the number of credits you'll have by the end of the Winter semester.

Never attended 1st yr.	0 Credits
1st year attended before	Under 24 credits
2nd year	24—59
3rd year	60—89
4th year	90-120
5th year Public Accounting	121 +
Continuing Graduate	Masters Degree only

How do I answer information about my household size?

Independent Students:

- If you are independent and have children, who will receive more than 1/2 of their financial support* from you between July 1, 2013 through June 30, 2014, your household size includes you and the children. Include your legal spouse if you are living together. You may also include an unborn child that will be born between July 1 2013 and June 30 2014.
- Your household may also include dependents, other than your child, who live with you now and will receive more than half of their support *from you between July 1, 2013 and June 30, 2014.

Dependent Students:

- If you are dependent, the household size includes you, your parents and their dependents who will receive more than half of their support from them between July 1, 2013 and June 30,2014.

* Support means housing, food, clothing, and actual cash contributions that provide more than one half of the child's or person's support.

- Be prepared to answer information about your savings and wages from work even if its "0".
- If you or any member of your household receive income from any federal program such as SSI, Food stamps (SNAP), TANF, free lunch for your children or WIC, check all that apply .

Check your FAFSA summary for errors, sign with your PIN then submit your FAFSA..

Dependent students– your parent must sign the FAFSA with their federal PIN number , otherwise submit the signed signature page to Student Financial Services.