Completing your 2014-2015 TAP
www.tapweb.org

- Sign and submit your 2014-15 FAFSA before applying for TAP
- Have your's (and your spouse's) completed 2013 New York State Tax return
- If you live with your parents, you must have their completed 2013 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, your spouse and/or your parents, amount of pension, NYS net taxable income from line 37, IT-201

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 ID and 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 2014-2015 TAP Application—CONTINUE.
- Follow the instructions, review your summary then submit your application.

Monroe College School Code:
004799

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 the Help section on your FAFSA, on-line 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
Order a tax account transcript
www.IRS.gov 1-800-829-1040

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

FAFSA & TAP GUIDE

2014 - 2015

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 2013 such as tax returns, W-2's, untaxed income information, child support received and bank and invest ment information
- If child support is paid, report the amount paid in 2013.
- Be prepared to check off questions related to any federal benefits you or any persons in your household recieved in 2013 such as TANF, SNAP (food stamps) Social Security benefits, free lunch for children or WIC
- Dependent students must answer questions about their parents' (this means biological, step or adoptive parents') marital status, social security numbers, dates of birth and provide information about their income and assets. Information about **both** parents are required if they live together.
- Your drivers license number

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, 1991
- Currently enrolled in a Masters degree Program
- Are married
- Have children who will receive more than 1/2 of their financial support from you between July 1, 2014 through June 30, 2015
- 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, 2014 and June 30, 2015

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 2014-2015 FAFSA www.fafsa.gov

- Go to LOGIN and select 2014-2015
- Have your federal PIN for both you and your parent (if dependent). If you do not remember it, you can check your pin status as you work with your FAFSA or click on *I don't know/I forgot* to request a duplicate pin
- Use your Federal PIN to renew, transfer IRS tax data and sign your application. (Parents can use their PIN the
- Follow the instructions, sign and submit your FAFSA. DO NOT EXIT THIS PAGE.
- Click on, **Start your State Application**
- If you miss the link, go to www.tapweb.org

Reporting Financial Information

You must answer questions related to your family income and assets. A description of what is required is displayed as you follow line by line

Be prepared to report the following:

- Married students: need income for you and your spouse.
- Dependent students will need income information for their biological parent(s) (even if not married but they reside in the same home), stepparent and or adoptive parent(s).

If you are not sure what type of income should be reported on the FAFSA,call the Federal Student Aid Information Center at 1-800-433-3243 or contact the Office of Student of Financial Services.

Use the IRS Data Retrieval Tool (DRT)

The easiest way to complete or correct your FAFSA with accurate tax information is by using the IRS Data Retrieval Tool. In a few simple steps, you and your parents who filed a 2013 tax return can view and transfer tax return information directly into the FAFSA.

To use DRT, the tax return must be filed electronically about 2 weeks prior. If you are unable to use the DRT, follow the instructions and enter your tax information.
Upon the College's receipt of your FAFSA, an email will be sent directing you to obtain a tax transcript(s) from the IRS.

FAFSA FILING TIPS: Application errors create processing delays.

- What degree program will you begin in 2014-2015? Associate, Bachelor's or Graduate degree (MBA/MS)
- Will you have your 1st Bachelor's degree before July 1, 2014? **Don't answer "yes" UNLESS you <u>already</u> have your Bachelor's Degree.**
- When you begin 2014-2015, 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 +
Graduate MBA	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, 2014 through June 30, 2015, 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 2014 and June 30 2015.
- 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, 2014 and June 30, 2015.

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, 2014 and June 30, 2015.

*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 questions about your savings and wages from work even if its "0".

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

If the parent PIN is not available submit the signed signature page to Student Financial Services.