

**Completing your 2015-2016 TAP**  
[www.tapweb.org](http://www.tapweb.org)

- Sign and submit your 2015-16 FAFSA before applying for TAP.
- Have yours (and your spouses) completed 2014 New York State Tax Return.
- If you live with your parent(s), you must have their completed 2014 New York State tax return.

**Be prepared to answer the following:**

- Marital status for you and your parent(s), date of separation, divorce or widow-hood.
- Social security numbers for spouse and parent(s), (if you are living with them).
- Income information for you, your spouse and/or your parent(s).
- Amount of Federal, State and Local pensions.

**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 **2015-2016 TAP Application**—CONTINUE.
- Follow the instructions, review your summary, then submit your application.

**Monroe College FAFSA School Code 004799**

**TAP COLLEGE CODES:**  
**2 year Associates degree 7518**  
**2 year Nursing degree 7518**  
**Certificate in Nursing 7718**  
**4 year Bachelor degree 6018**

## RESOURCE SECTION

**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](http://www.pin.ed.gov) 800-433-3243

**New York State Higher Education (HESC)**  
[www.hesc.ny.gov](http://www.hesc.ny.gov) 888-697-4372

**TAP-on-the-WEB**  
[www.tapweb.org](http://www.tapweb.org) 888-697-4372

**Internal Revenue Service**  
**Get a Tax Return Transcript**  
[www.irs.gov](http://www.irs.gov) 800-908-9946

**STUDENT FINANCIAL SERVICES (SFS)**

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

**New Rochelle:**  
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 2015 - 2016



Get help paying for college.

### What information do I need before I begin?

- Eligible non-citizens need their Permanent Resident Number
- Income information for you and your spouse (if married) for 2014 such as tax returns, W-2's, untaxed income information, child support received and bank and investment information.
- If child support is paid, report the amount paid in 2014.
- Dependent students must answer questions about their parent(s) (this means biological, step or adoptive parent(s)) 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 driver's 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, 1992
- 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, 2015 through June 30, 2016
- 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, 2015 and June 30, 2016

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 2015-2016 FAFSA [www.fafsa.gov](http://www.fafsa.gov)

- Go to LOGIN and select **2015-2016**
- 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.
- Follow the instructions, sign and submit your FAFSA. **DO NOT EXIT THIS PAGE.**
- From your confirmation page click on, **Start your State Application.** If you miss the link, go to **[www.tapweb.org](http://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: need income information for your biological parent(s) (even if unmarried but they reside together), stepparent and or adoptive parent(s).

For assistance with answering income questions call Federal Student Aid Information Center 1-800-433-3243 or contact Student 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 parent(s) who filed a 2014 tax return can view and transfer tax return information directly into the FAFSA. DRT is available 3 weeks after the tax return is filed.

If you are unable to use the DRT, use the Helpful Hints section for instructions on how to enter tax information. Upon the Colleges receipt of your FAFSA, an email will be sent directing you to obtain a Tax Return Transcript from the IRS.

### FAFSA FILING TIPS: Application errors create processing delays

- What degree program will you begin in 2015-2016? Associate, Bachelor's or Graduate degree (MBA/MS)
- Will you have your 1st Bachelor's degree before July 1, 2015? **Don't answer "yes" UNLESS you already have your Bachelor's Degree.**
- When you begin 2015-2016, 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, 2015 through June 30, 2016, 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 2015 and June 30 2016.
- 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, 2015 and June 30, 2016.

#### 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, 2015 and June 30, 2016.
- \*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 the amount of earned wages (even if it's "0") and assets. 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.