

Need help with your FAFSA?

Use the Help section on your FAFSA, Online chat or
Call the Federal Student Aid Information Center
1(800) 433-3243

FEDERAL STUDENT AID ID (FSA ID)

www.studentaid.gov/fsaid • 1(800) 557-7394

NEW YORK STATE HIGHER EDUCATION (HESC)

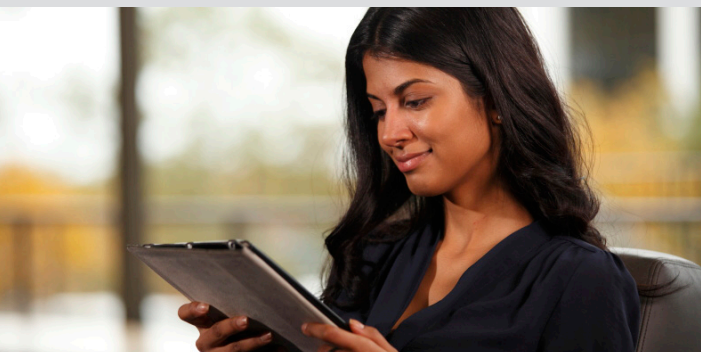
www.hesc.ny.gov • 1(888) 697- 4372

TAP-ON-THE-WEB

www.tapweb.org • 888 - 697 - 4372

INTERNAL REVENUE SERVICE

Order a tax return transcript
www.IRS.gov • 1 (888) 697-4372



Monroe College School Codes

FAFSA
004799

TAP
2 YEAR ASSOCIATE DEGREE
7518

2 YEAR NURSING DEGREE
7718

4 YEAR BACHELOR DEGREE
6018

Monroe College 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.—6:00 p.m.

Friday
8:30 a.m.—1:00 p.m.

Saturday
Call to confirm

Office hours are subject to change.

MONROE COLLEGE

Student Financial Services FAFSA & TAP GUIDE

2016 – 2017

Get help paying for college.



MONROE COLLEGE

What information do I need before I begin?

- ▶ Eligible non-citizens need their alien registration number.
- ▶ Your driver's license number if applicable.
- ▶ **Financial Information that will be needed:**
 - **Married students:** 2015 income for you and your spouse (tax returns, W-2's, untaxed income information, child support received, bank and investment information).
 - **Dependent students:** 2015 income information for yourself, your biological parent(s) (even if unmarried but reside together), stepparent and or adoptive parent(s) (tax returns, W-2's, untaxed income information, child support received, bank and investment information).
 - **Child support paid:** Report the total amount paid in 2015.
 - **Child support received:** Report the amount received in 2015.
 - **Untaxed income**

How do I know if I need parental information?

- ▶ You are **independent** if you answer "YES" to any of the following questions:
 - Born before Jan 1, 1993.
 - Currently enrolled in a Master's program.
 - Married.
 - U.S. Armed Forces Veteran including active duty.
 - Have children who will receive more than 1/2 of their financial support from you between July 1, 2016 through June 30, 2017.
 - Have dependents (other than children or spouse) who live with you now and will receive more than 1/2 of their financial support from you thru June 30, 2017.
- ▶ 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.

How do I complete my 2016-2017 FAFSA?

Go to www.fafsa.gov and choose Start your New FAFSA or go to Login.

- ▶ Select 2016-2017.
- ▶ Create your **FSA ID**. Dependent student's; remember, your parent will need one too!
- ▶ Follow the instructions to renew and transfer 2015 IRS tax data
 - To use DRT, the tax return must be filed electronically about 3 weeks prior to your doing your FAFSA. If you are unable to use the DRT, follow the instructions and enter your tax information. Remember, you can go back to your application at a later date to use the DRT tool.
- ▶ Sign your application using the FSA ID and submit your FAFSA. **Do Not Exit This Page.**
- ▶ Click on, **Start your State Application (TAP)** from your FAFSA Confirmation page. If you miss the link go to **www.tapweb.org**.

How do I complete my 2016-2017 TAP

- ▶ Sign and submit your **2016-17 FAFSA** before applying for TAP.
- ▶ Have yours (and your spouse's) completed 2015 New York State tax return.
- ▶ If you live with your parents, you will need to have their completed 2015 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 your spouse and parents, (if you are living with them).
- ▶ Income information for you, your spouse and/or your parents.
- ▶ Amount of income from pension(s).

How do I sign onto the HESC website? www.tapweb.org

- ▶ First time users: Create a USER ID and PIN.
- ▶ Return users: If you do not remember your ID and PIN, select "I forgot my USER ID and PIN." This will allow you to display your USER ID and reset your PIN.
- ▶ Sign into the HESC Authentication System—CONTINUE.
- ▶ Select 2016-2017 TAP Application —CONTINUE.
- ▶ Follow the instructions, review your summary then submit your TAP application.

FAFSA Filing Tips

- ▶ What degree program will you begin in 2016-2017? Associate, Bachelor's or Graduate degree (MBA /MS)?
- ▶ Will you have your 1st Bachelor's degree before July 1, 2016? **Don't answer "yes" UNLESS you already have your Bachelor's Degree.**
- ▶ When you begin 2016-2017, what will be your grade level? Determine the number of credits you'll have by the end of the Winter 2016.

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, 2016 through June 30, 2017, 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, 2016 and June 30, 2017.
- ▶ 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, 2016 and June 30, 2017.

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, 2016 and June 30, 2017.

Review your FAFSA Summary for errors. Sign your FAFSA using your **FSA ID**. Have your parent sign with their **FSA ID** (if dependent) then **Submit Your FAFSA**.

If your parent cannot sign your FAFSA using an FSA ID, they need to sign the FAFSA signature page and submit to Student Financial Services immediately. Go to www.studentaid.gov/fsaid for more information.

* Support means housing, food, clothing and cash contributions that provide more than half of the child's or individual's support. Answer questions about the amount of earned wages (even if it's "0"), amount of cash support received and assets.

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