

The Federal Central Processing Center needs you (and your parents if dependent) to provide documentation of your 2014 Federal Income Tax information on your 2015-2016 FAFSA before your Federal Financial Aid eligibility can be determined by the college. If you have already filed your 2014 Federal taxes you can satisfy this requirement in one of two ways...

1) UPDATE YOUR FAFSA USING THE IRS DATA RETRIEVAL TOOL **<preferred method!**

- Visit <http://www.fafsa.ed.gov> and click START HERE to update your 2015-2016 FAFSA.
- Navigate to the FINANCIAL INFORMATION tab.
- Select ALREADY COMPLETED under the parent and/or student Tax Information section.
- A series of questions will help determine if you are eligible to use the IRS DATA RETRIEVAL TOOL. Provide the name and other information exactly as provided on the 2014 tax return. If eligible, you will be able to link to the IRS website which displays in a new window. Then follow the steps as prompted.
  - If you need help you can view the HELP AND HINTS sidebar, you can utilize LIVE HELP chat on the FAFSA website, or you can always call 1-800-433-3243.
  - If the FAFSA site says that you are not eligible to use the IRS Data Retrieval tool then you can use option #2 that is listed below.
- The updated FAFSA should be received by SUNY New Paltz within 2 weeks. At that time the requirement will then get satisfied on my.newpaltz.edu. Please make sure to also provide any other requested documents posted on your my.newpaltz.edu account to finalize your eligibility (i.e., Verification Worksheet, etc.). OR...

2) REQUEST A 2014 IRS TAX RETURN TRANSCRIPT **<if not eligible for option #1**

- To request a 2014 IRS Tax Return Transcript, visit <http://www.irs.gov> or call 1-800-908-9946.
- Be sure to request a tax **RETURN TRANSCRIPT**, not an 'account transcript'.
- When you receive your transcript in the mail **YOU MUST SIGN IT** and SUBMIT it to our office along with any other requested documents.
  - If you need more detailed instructions on requesting an IRS tax return transcript please visit: <http://www.newpaltz.edu/financialaid/verificationinformation.html>.

**What if I have not yet filed my 2014 taxes?** It is recommended that you **file your 2014 taxes electronically** as soon as possible. The Federal Central Processing Center has selected your FAFSA for verification which means that the student's financial aid package will be complete **only** after all 2014 tax returns have been filed with the IRS and verified. After filing your taxes, you should then complete the IRS Data Retrieval process that is listed above.

**What if I'm not required to file 2014 taxes?** If you are not required to file Federal taxes in 2014 then you can disregard this request. Please make sure to still follow all of the instructions on the Verification Worksheet and to submit all of the requested information to our office. The requested worksheet can be found on your <http://my.newpaltz.edu/> account and will also be e-mailed to you.