



OFFICE OF FINANCIAL AID  
Phone: 845-257-3250 Fax: 845-257-3568  
[www.newpaltz.edu/financialaid](http://www.newpaltz.edu/financialaid)

The Federal Central Processing Center requires you (and your parents if you are a dependent student on the FAFSA) to provide documentation of your 2015 Federal Income Tax information on your 2017-2018 FAFSA before your Federal Financial Aid eligibility can be determined by the college. You can satisfy this requirement in one of two ways:

1) **SUBMIT A SIGNED COPY OF THE 2015 TAX RETURN TO THE OFFICE OF FINANCIAL AID**

- Submit a signed copy of your IRS 1040, 1040A, or 1040EZ. Include all W-2 statements.
- If an amended tax return was filed, submit the IRS 1040 AND signed copy of your 1040X. Include all W-2 statements.
- Submit a signed copy of your Foreign Tax Return (converted to US Dollars using the published exchange rate in effect for the date nearest to the date FAFSA was filed). Include all earning statements.
- A signed tax return filed with Puerto Rico, another US territory (Guam, American Samoa, the US Virgin Islands, Swain's Island or the Northern Marianas Islands) or one of the Freely Associated States. Include all W-2 statements.

OR...

2) **REQUEST A 2015 IRS TAX RETURN TRANSCRIPT**

- To request a 2015 IRS Tax Return Transcript, visit <http://www.irs.gov> or call 1-800-908-9946.
- Be sure to request a **TAX RETURN TRANSCRIPT** for the 2015 tax year, not a "Tax Account Transcript". If you filed an amended tax return in 2015, also submit a signed copy of the 1040X.
- When you receive your transcript in the mail, SUBMIT it to the Office of Financial Aid 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/2017-2018-verification>

**WHAT IF I WAS NOT REQUIRED TO FILE 2015 TAXES?**

If you were not required to file a Federal tax return in 2015, complete the SUNY New Paltz "Statement of Student/Parent Income" (Form A and/or B) and submit copies of all W-2 statements.