



STUDENT FINANCIAL SERVICES  
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 parent(s) if you are a dependent student on the FAFSA) to provide documentation of your 2018 Federal Income Tax information on your 2020-2021 FAFSA before your Federal Financial Aid eligibility can be determined by the college. You can satisfy this requirement in one of two ways:

1) **UPDATE YOUR 2020-2021 FAFSA USING THE IRS DATA RETRIEVAL TOOL**

***\*\*PREFERRED METHOD\*\****

- Visit [studentaid.ed.gov/sa/fafsa](http://studentaid.ed.gov/sa/fafsa) and click LOG IN to update your 2020-2021 FAFSA.
- Sign in and 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 2018 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](http://my.newpaltz.edu). Please make sure to provide any other requested documents posted on your [my.newpaltz.edu](http://my.newpaltz.edu) account to finalize your eligibility.

OR...

2) **SUBMIT A SIGNED COPY OF YOUR 2018 FEDERAL TAX RETURN (1040) TO STUDENT FINANCIAL SERVICES AT SUNY NEW PALTZ**

OR...

**REQUEST A 2018 IRS TAX RETURN TRANSCRIPT**

- To request a 2018 IRS Tax Return Transcript, visit [www.irs.gov](http://www.irs.gov) or call 1-800-908-9946.
- Be sure to request a tax **RETURN TRANSCRIPT**, not an "account transcript".

➤ ***Please write the student's ID and name on the documents being submitted to the office.***

**WHAT IF I WAS NOT REQUIRED TO FILE 2018 TAXES?**

Except for dependent students, if you were not required to file Federal taxes in 2018 you need to request an **IRS CONFIRMATION OF NON-FILING LETTER** by completing and faxing/ mailing IRS form 4506-T (check box 7) to the IRS. For section 9, list the year of 12/31/2018.

Please make sure to also provide any other requested documents posted on your [my.newpaltz.edu](http://my.newpaltz.edu) account to finalize your eligibility.