

Tips For Students Selected For Financial Aid Verification



Office of Student Financial Services
SUNY New Paltz

1) Read all of the instructions on the forms you are e-mailed and that are posted at

my.newpaltz.edu

2) Submit all of the requested requirements in one submission via fax (845-257-3568) or e-mail (faodocuments@newpaltz.edu).



3) If taxes were filed and are requested by the office, use the **IRS Data Retrieval tool** on the FAFSA.

4) Be sure to have any requested forms signed and sent to our office with actual signatures.



5) If requested, on the **Household Information Form**, list all household member information (including parents from your FAFSA), college attendance information, and check all boxes on the form.



6) If not eligible to use the **IRS Data Retrieval tool** on the FAFSA and tax return information is requested by our office, send the federal 2020 1040, “Sign Here” signature page, and any tax schedules 1, 2, and 3.



7) If you are a dependent student and didn't file taxes in 2020, list all income information on the **Statement of Student Income** form and submit all 2020 W-2 forms.

8) If there are any special tax filing circumstances, please contact our office.



9) If you are a non-tax filer and a parent or independent student, be sure to request a 2020 **Confirmation of Non-filing Letter** from the Internal Revenue Service (IRS). Once received from the IRS, send a copy of the non-filing letter to our office.



- If required, a 2020 IRS Confirmation of Non-filing Letter must be dated on or after 10/1/21. Please visit www.irs.gov to obtain a Confirmation of Non-Filing Letter.
- You can attempt to get this by using the **IRS Get Transcript Online tool** or by completing **IRS form 4506-T** (check box 7 and enter 12/31/2020 for step 9). Once received from the IRS, return it to our office with the student's ID number listed on the page.

10) Check all applicable boxes, complete all sections, and sign all forms that are requested.



Questions? Contact us:

- Office of Student Financial Services
 - E-mail: fao@newpaltz.edu
 - Phone: 845-257-3250
- To submit financial aid documentation please fax information to 845-257-3568 or scan documents and e-mail to
 - faodocuments@newpaltz.edu