STUDENT FINANCIAL SERVICES
FAFSA & TAP GUIDE
2023 – 2024

FEDERAL SCHOOL CODE: 004799

FAFSA: Free Application for Federal Student Assistance — **www.studentaid.gov**

I'm completing the FAFSA for the first time… What do I need before I begin?

Create your Federal Student Aid ID (FSA ID-username and password)

Independent students: https://studentaid.gov/fsa-id/create-account/launch.

Dependent Students and one of your parents:

▸ Create an FSA ID for yourself at **https://studentaid.gov/fsa-id/create-account/launch**. The parent with whom you currently live must also register for an FSA ID. To create an FSAID username and password your parent must use an email he/she can access.

▸ You will use your FSA ID's to access your FAFSA every year. An FSA ID is used to sign your application and is also required if you use the IRS Retrieval Tool (DRT). Save this information in a safe place for future use.

What information do I need before I begin?

▸ Your Social Security number.

▸ If you are dependent, the Social Security numbers and the dates of birth of the parent(s) with whom you currently live.

▸ Students who are eligible non-citizens need their alien registration number.

▸ Student's driver's license number, if applicable.

Financial Information:
- **Independent students:**
  2021 tax returns for you and your spouse (if married). Untaxed income, amount of child support received or paid during 2021, and bank and investment information.
- **Dependent students:**
  2021 tax returns for yourself, your biological parent(s) (even if unmarried, but living together), stepparent and/or adoptive parent(s). Untaxed income, amount of child support received or paid during 2021, and bank and investment information.

How do I know if I am an independent or dependent student?

▸ You're considered **independent** if you answer **"YES"** to any of the following:
- Born before January 1, 2000
- Enrolled in a Master's program
- Married
- A U.S Veteran (including active duty)
- Have dependent children or other dependents who live with you and receive more than half of their financial support from you.

▸ If you answered **"NO"** to all of the above, you're **dependent** and need parental information.

▸ **Meet with a Financial Services counselor if there are circumstances which prevent you from obtaining parental information.**

I need to renew my FAFSA. What do I need to do?

▸ Go to **www.studentaid.gov** to access your 2023-2024 **FAFSA Renewal tab**.

▸ Use your **FSA ID** (username, email or phone) and FSA ID password. If you forgot your FSA ID, go to **Manage My FSA ID** and click on Forgot password. Reset your password and save it.

▸ Update your personal information (marital status, address, cell number, email address, grade level etc.) if needed.

▸ **You will use your 2021 income information.** If an income tax return was filed in 2021, you will be directed to use the IRS Data Retrieval Tool (DRT) for both you and your parent(s), if you are dependent.

▸ If you are unable to use the DRT, follow the instructions and **enter your 2021 income tax information**.

▸ Be sure to sign your FAFSA. If you are dependent, your parent should use their own FSA ID to sign your FAFSA. **Be sure to click submit**.

▸ An email will be sent to you as confirmation. Updates related to your application status will be sent to your personal email or Monroe College email. We will receive your FAFSA in 3 to5 business days.

> **!** **NYS residents:** On your FAFSA confirmation page, Click on APPLY NOW to apply for New York State-based financial aid or go to **/www.tap.hesc.ny.gov** after your FAFSA is processed.

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From your FAFSA confirmation page click on Start your state application or go to www.tap.hesc.ny.gov.

What do I need before I begin?

- Have your (and your spouse's) 2021 federal and state tax returns and income from pension(s).
- If you live with your parents, you will need their 2021 federal and state tax returns. You will also need to report amounts of pension(s) received in 2021 from private, state or local government.
- You need your spouse's (if you're married) and/or parent(s) (if you're dependent) NYS Driver License number or NYS Non-Driver Identification number(s). This number will serve as an electronic signature.

Be prepared to answer the following:

- Marital status for your parents, such as date of marriage, separation, divorce or widowhood.
- Social security numbers for your spouse (if married) and parents (if you live with them).

How do I sign into TAP web?

First time users: Create a HESCPIN User ID and Personal Identification Number (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 HESC User ID and reset the PIN.

- ▶ Sign into the HESC Authentication System
- ▶ Select NYS Student Aid – **2023-2024**.
- ▶ Make sure the TAP school codes are correct. (See above codes)
- ▶ Review your TAP summary, then submit.
- ▶ You will receive an email upon completion and updates regarding your TAP application status.

Notes:

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Need help with your FAFSA?

FEDERAL STUDENT AID ID (FSAID)
Help
1(800) 433-3243

NEW YORK STATE HIGHER EDUCATION (HESC)
NYS Payment Application (TAP) & Enhanced Tuition Award (ETA) Programs
(888) 697-4372

INTERNAL REVENUE SERVICE
Order a tax return transcript
www.IRS.gov
(800) 908 - 9946

Monroe College Student Financial Services (SFS)

BRONX & ONLINE
Phone: (646) 393 - 8400/8500
Fax: (718) 817 - 8401

NEW ROCHELLE
Phone: (914) 740 - 6849
Fax: (914) 632 - 0441

OFFICE HOURS
Monday & Thursday
8:30 am – 7:00 pm

Tuesday & Wednesday
8:30 am – 5:00 pm

Office hours are subject to change.

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