

SUNY Sullivan Financial Aid Office
112 College Rd
Loch Sheldrake, NY 12759
FAX# 845-434-0014 E-mail: finaid@sunysullivan.edu
Website: www.sunysullivan.edu/financialaid

Financial Aid Application Procedures

Complete the Free Application for Federal Student Aid (FAFSA) at www.fafsa.ed.gov for the academic year that you will be attending. (Example: for the Fall 2016 - Spring 2017 academic year, you would complete the 2016-2017 FAFSA Application.) Sullivan's Federal School Code is 002879.

When filing your FAFSA, you should take advantage of the **IRS Data Retrieval Tool** which allows you to link to the IRS from the FAFSA and retrieve tax information directly from the IRS to populate the FAFSA tax return questions. You (and parent, if dependent) will be asked to sign the application on-line with a FSA ID which you can apply for during the application process.

NYS Residents complete the NYS Tuition Assistance Program (TAP) Application. You may complete this application through the web link at the end of the FAFSA on-line. If you miss the link, NYS HESC will e-mail a link where you will be able to access the on-line TAP Application. To check your TAP status, go to www.hesc.ny.gov.

Complete the Admission Procedures. You must be admitted to SUNY Sullivan in a matriculated program and be in good academic standing to receive financial aid.

When your FAFSA is received, you may be selected for a process called verification. We will be contacting you for additional documentation, such as 2015 income.

If we are requesting your IRS Tax Return Transcript, you **MUST** use one of the options below to retrieve it.

Link: We recommend that you try to use the Data Retrieval Tool first if selected for verification.

1. Go to fafsa.ed.gov to make corrections to the FAFSA
2. Under 'Financial Information', update filing question
3. Click "Link to IRS"
4. Enter the required information on the IRS website exactly as displayed on your 1040
5. Once the IRS has validated your identification, your IRS tax information will display. You must transfer your information from the IRS website. Do Not Make Changes.

Online Request: Go to <http://www.irs.gov/Individuals/Get-Transcript>. Be sure to request a Tax **Return** Transcript as opposed to a Tax **Account** Transcript. Please note; if you request your transcript to be mailed to your address, it can take up to two weeks to receive.

If we are requesting the IRS Verification of Non-Filing Letter dated on or after October 1, 2016, you must complete IRS Form 4506-T and fax it to the IRS at 1-855-821-0094.

The IRS Form can be downloaded from the IRS Website at: <https://www.irs.gov/uac/about-form-4506t> or on SUNY Sullivan's website at: <http://sunysullivan.edu/admissions/cost-financial-aid>.

If you are applying for a Federal Direct Subsidized/Unsubsidized Loan, you must complete the above steps and the Federal Direct Loan Request Form and return the form to the Financial Aid Office. You must also complete the Master Promissory Note **AND** the Federal Entrance Counseling online at www.studentloans.gov.

Parent Loan (PLUS) information can be found on SUNY Sullivan's Financial Aid page.

Hand in all outside private scholarships to the Financial Aid Office.

Log-In to **My SUNY Sullivan** for information on tuition, fees, dorm room and meal plan costs and Certificate of Residence directions. You may also view Financial Aid, Courses, Registration, etc.