

**APPLY for Federal and NY state aid on the MCC Financial Aid website at  
<http://www.monroecc.edu/depts/finaid/apply.htm>.**



**Monroe Community College**  
 STATE UNIVERSITY OF NEW YORK

A-Z In

**About MCC   Academics   Admissions & Registration   Student Life   Workforce & Economic Development**  
**Prospective Students   Current Students   Parents   Alumni   Visitors & Friends   Employees**

**Financial Aid**

Applying for Aid

Types of Aid

Forms

Deadlines

Workshops

Check Your Aid

Resources

Staff

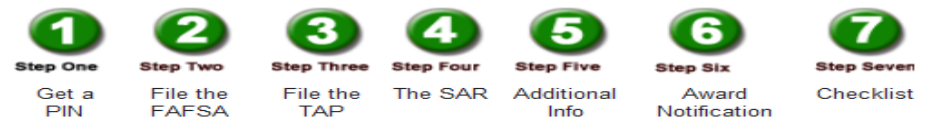
Survey

## Applying for Aid

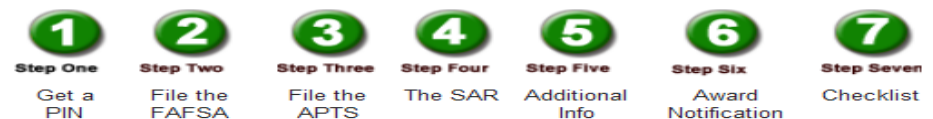
The goal of the MCC Financial Aid Office is to provide students and parents with the information, tools, and assistance needed to navigate the application process as quickly and efficiently as possible.

To help facilitate this, the MCC Financial Aid Office has developed a 7 step financial aid application guide for full-time and part-time students.

### Full-time



### Part-time



**Workshop Policies and Schedule  
 for 2013-2014 Financial Aid year:**

- File the Federal and NY state aid application on the MCC financial aid website at  
<http://www.monroecc.edu/depts/finaid/apply.htm>
- To file the applications, you may need the following documentation and or information if applicable:
  - ☐ Student's 2012 Federal and New York State Tax Return
  - ☐ ~~If you are a dependent student, Parents' 2012 Federal and New York State Tax Return if you are under 22 years of age.~~
  - ☐ You need to know the total amount of untaxed income received in 2012. If you, your spouse, or your parents (if applicable) received any untaxed income during 2012, such as child support you need report it in the financial aid application.
- If you need assistance completing the applications, you may call **1-800-433-3243** or attend a financial aid application workshop.

- Food or children are not allowed in the workshops**
- Please arrive no later than 30 minutes prior to the end of the workshop. This will allow time for your questions to be answered.**
- There will be additional workshops next month

Damon City Campus	Student Services – 5 <sup>th</sup> Floor
January 6, 7, 13, 24 & 31	10:00 am – 1:00 pm
January 8 & 15	9:00 am – 12:00 pm
January 2, 9 & 16	10:00 am – 2:00 pm
January 23 & 30	10:00 am – 12:00 pm
Brighton Campus	Building 3 Room 107
January 31	2:30 pm - 3:30 pm
Brighton Campus	Building 7 Room 101
January 3 & 10	11:30 am – 12:30 pm
Free Parking in Lot J during workshop hours	
Applied Technology Center	Room 142
NONE	NONE
Free Parking	
FAFSA School Code    002872	TAP School Code        2180

**APPLY for Federal and NY state aid on the MCC Financial Aid website at  
<http://www.monroecc.edu/depts/finaid/apply.htm>.**

For Spring 2014 Financial Aid



The IRS Data Retrieval Tool allows students and parents to transfer the IRS tax return information directly into their FAFSA from the IRS Web site.

The following information gives step by step instructions for using the IRS data retrieval tool on the FAFSA.

**IRS Data Retrieval Tool on the FAFSA**

1. Go to [www.fafsa.gov](http://www.fafsa.gov), click "Start Here" and log in
2. Click "Make FAFSA Corrections" and enter PIN and password
3. Click "Financial Information"
4. For the question "Have your parents completed their IRS income tax return" choose "Already completed"
5. Choose the correct answer to the questions in the pop-up box. If "none of the above," you are eligible to use the IRS Data Retrieval Tool.
6. Select answer to "Which parent are you," enter parent's PIN and click "Link to IRS," click "OK"
7. Enter information requested (name, address, etc.) and click "Submit" (all information must match IRS records)
8. Check "Transfer my tax information into the FAFSA" and click "Transfer Now," click "OK"
9. Repeat for student if the student has filed taxes
10. On FAFSA webpage, click "Sign and Submit" and follow instructions to submit the changes

**\* Independent students will not need to submit parent information, but will follow the same steps for entering their own tax information.**

\* Do not make any adjustments to the tax information once it has been transferred to the FAFSA. If any information is incorrect, please contact the Financial Aid Office.

We will update all of this information, in late February, for the new aid year that will cover the three terms: Summer 2014, Fall 2014 and Spring 2015

If you are unable to use the IRS Data Retrieval Tool while completing the FAFSA you will need to manually enter the information off of your tax return forms. If you need to supply us a Tax Return Transcript you will be notified with an email to your MCC student email account asking for you to supply it to our office. Below is the information needed to request a Tax Return Transcript.

**Ordering a copy of Tax Return Transcript for 2013-2014**

Federal financial aid regulations require some students to submit their IRS generated tax return transcripts to the financial aid office in order to fully process their financial aid application.

1. Go to [www.irs.gov/Individuals/Order-a-Transcript](http://www.irs.gov/Individuals/Order-a-Transcript)

Follow instructions for completing the request on line. This takes 7 to 10 business days for you to receive.

2. Call the IRS at **1-800-908-9946**

Follow the prompts to order a Tax Return Transcript for the individuals needed.

This takes 7 to 10 business days for you to receive.



Get tips and tools on money, student loans and more!!!

Join now at [www.saltmoney.org/mcc](http://www.saltmoney.org/mcc)

**With SALT, you can:**

Find money to finance your education.

Manage your loans.

Learn to take charge of your money.

**Loan Counseling**

Contact SALT at:

855-469-2724

[loanhelp@saltmoney.org](mailto:loanhelp@saltmoney.org)

SALT is free!

Brought to you by ASA and MCC