

**APPLY FOR FINANCIAL AID** at <http://www.monroecc.edu/depts/finaid/apply.htm>  
and follow the SEVEN EASY STEPS to file the Federal and NY state aid application.

MCC

**MONROE COMMUNITY COLLEGE**  
STATE UNIVERSITY OF NEW YORK

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## Applying for Aid

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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

1

  
Step One  
Get a PIN

2

  
Step Two  
File the FAFSA

3

  
Step Three  
File the TAP

4

  
Step Four  
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5

  
Step Five  
Additional Info

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Step Six  
Award Notification

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Step Seven  
Checklist

### Part-time

1

  
Step One  
Get a PIN

2

  
Step Two  
File the FAFSA

3

  
Step Three  
File the APTS

4

  
Step Four  
The SAR

5

  
Step Five  
Additional Info

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Step Six  
Award Notification

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Step Seven  
Checklist

We encourage you to apply for financial aid in our website at <http://www.monroecc.edu/depts/finaid/apply.htm> and follow the 7 easy steps to file the Federal and NY state aid application or if you need assistance completing the applications, attend a financial aid application workshop.

**OCTOBER 2013 Workshop Schedule and locations:**

Damon City Campus	Student Services – 5 <sup>th</sup> Floor
October 9, 16 & 30	1:00 pm – 4:00 pm
October 3, 10, 24 & 31	9:00 am – 12:00 pm
Brighton Campus	Building 7 Room 101
October 7, 18, 25 & 28	12:30 pm – 1:30 pm
Free Parking in Lot J during workshop hours	

<b>Food or children are not allowed in the workshops.</b>	There will be additional workshops next month
Workshops begin promptly at the time indicated.	<b>Please <u>be on time!</u></b>

If applicable, you may need to bring the following documentation and or information to the workshop to file the applications:

- ☐ 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.

FAFSA School Code	002872
TAP School Code	2180

To complete the Federal Student Loan Counseling and / or Sign the Loan Master Promissory Note go to:

<https://studentloans.gov/myDirectLoan/index.action>

**The sooner you apply the better!**

# You can “file it yourself”; it is easy to file the FAFSA!



File the FAFSA at [www.fafsa.gov](http://www.fafsa.gov)  
MCC FAFSA School Code 002872



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.

File the TAP at [www.hesc.ny.gov](http://www.hesc.ny.gov)  
MCC TAP School Code 2180



## Tax Return Transcript Requirement

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. The following information gives step by step instructions for using the IRS data retrieval tool on the FAFSA and also the options for receiving a tax return transcript from the IRS.

### Option 1: 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.

### Option 2: Ordering a copy of Tax Return Transcript for 2013-2014

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.

### Option 3: Getting a copy of Tax Return Transcript for 2013-2014 at your local IRS Field Office.

- The local Rochester IRS Field Office is located at **255 East Avenue, Rochester, NY 14604**
- The person whose transcript is being requested has to be present. For example, a student cannot go get their parents tax return transcript unless their parent is with them).