



State University of New York College of  
**Environmental Science and Forestry**

Dear SUNY ESF Student:

Your application for financial aid (FAFSA) has been selected for a process called verification. Your prompt attention is essential and appreciated - **no federal aid will be disbursed or appear on your billing statement until this process is completed.**

### **2024-2025 Federal Verification of FAFSA Information**

**What is Verification?** Verification is a federal financial aid requirement in which the Federal Central Processing System (CPS) randomly selects Free Application for Federal Student Aid (FAFSA) applicants for verification (which will be noted on your "Student Aid Report" or "SAR"). **All requested documents should be submitted in full by June 30, 2024 or three weeks from the date of this letter, whichever is later.** Once the required documentation is received, the self-reported information on the FAFSA will be compared to the data on the IRS Tax Return and other financial documents. If any mistakes are found on the FAFSA the school will make the necessary corrections on your behalf.

**What documents are needed for Verification?** Independent students who are selected for verification will need to complete the following steps:

1. Students and spouses (if married) who filed 2022 federal taxes - verify tax data.
2. Students and spouses (if married) who did not file 2022 federal taxes - provide proof of income from work.
3. Students and spouses (if married) who did not file 2022 federal taxes - provide proof of non-filing status.
4. Students - verify identity and sign statement of educational purpose.
5. Students and spouses (if married) must fully complete and submit the included verification worksheet. The worksheet instructions will provide guidance on completing each requirement. Please be sure to read all instructions carefully and only complete required sections as indicated.

**How should documentation be submitted?** All documentation should be submitted to:

SUNY ESF Office of Financial Aid  
113 Bray Hall  
1 Forestry Drive  
Syracuse, NY 13210  
(315) 470-6670  
(315) 470-4734 (Fax)

Please do not e-mail any confidential information. You may also submit documentation using the document upload function available through the student's login to the MyESF portal – <http://myesf.esf.edu>.

Thank you for your prompt attention to this matter. Should you have any questions, please call us at 315-470-6670 or e-mail us at [finaid@esf.edu](mailto:finaid@esf.edu).

Sincerely,

Mark J. Hill  
Director of Financial Aid

**Student Information Section**

Last	First	MI	SSN – Last 4 Digits
Address			Date of Birth
City	State	ZIP	Phone Number

**Number of Household Members Section**

List below the people in the student’s household. Include:

- The student
- The student’s spouse, if the student is married.
- The student’s dependent children if the following are true:
  - They live with the student (or live apparent because of college enrollment),
  - They receive more than half of their support from the student; and
  - They will continue to receive more than half their support from the student during the award year.
- Other persons if the following are true:
  - They live with the student;
  - They receive more than half of their support from the student; and
  - They will continue to receive more than half their support from the student during the award year.

The provided criteria for “dependent children” or “other persons” align with the requirement that family size align with whom the parent could claim as a dependent on a U.S. tax return if the parent were to file a U.S tax return at the time of completing the 2024-2025 FAFSA. As a result, the student should not include any unborn children in the family size.

Full Name	Age	Relationship to Student	College	Will be Enrolled at Least Half Time (Yes or No)
		Self		

Note: We may require additional documentation if we have reason to believe that the information regarding the household members enrolled in eligible postsecondary educational institutions is inaccurate.

## Student Nontax Filers Information Section

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The instructions and certifications in this section apply to the student. **Complete this section only if the student and spouse will not file and is not required to file a 2022 federal tax return with the IRS.**

By checking one box below and signing the certification section of this worksheet, the student and spouse, if the student is married certifies, that the individuals will not file and are not required to file a 2022 federal tax return.

Check one box below:

- The student and spouse were not employed and had no income from work in 2022.
- The student and/or spouse were employed in 2022 and have listed below the names of all employers, the amount earned from each employer in 2022, and whether an IRS W-2 form or an equivalent document is provided. List every employer even if the employer did not issue an IRS W-2 form. If more space is needed, provide a separate page with the student's name and last 4 digits of the SSN at the top.

Employer's Name	IRS W-2 or an Equivalent Document Provided to the Student?	Annual Amount Earned in 2022
Total Amount of Income Earned From Work		

**Documentation Required: Please provide copies of all 2022 IRS W-2 forms or equivalent that were issued to the student by the employers.**

**Provide a signed and dated statement certifying that the individual has not filed and is not required to file a 2022 income tax return, as well as the sources of 2022 income earned from and the amount of income from each source.**

## Student Tax Filers Information Section

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**Complete this section if the student filed or will file a 2022 IRS income tax return(s).** As part of federal student aid eligibility, students will be required to consent and approve sharing and importing income and tax information from the IRS to the FAFSA form, even if the attempt to obtain or use such data is ineffective. In most cases, no further documentation is needed to verify 2022 income information that was transferred into the student's FAFSA using income and tax information directly from the IRS.

If 2022 income tax return information for the student was not available or could not be used, the student should provide the institution with a 2022 IRS Tax Return Transcript(s) or a signed copy of the 2022 income tax return and applicable schedules.

Check one box below:

- The student has provided consent and approved sharing and importing income and tax information from the IRS to the FAFSA form, even if the attempt to obtain or use such data is ineffective.
- The student will provide the school with a 2022 IRS Tax Return Transcript. **Documentation Required: If selecting this option, please provide a copy of the student's 2022 IRS Tax Return Transcript.**
- The student will provide the school with a **signed** copy of the 2022 federal tax return and applicable schedules that were submitted to the IRS or other tax authority. **Documentation Required: If selecting this option, please provide a signed copy of the student's 2022 Federal Tax Return and applicable schedules. Note – "wet" signatures are required. Do not type name, use images, mouse draw signatures, or submit e-file signature authorizations.**

A 2022 Tax Return Transcript can be obtained through:

- Web Request Transcript by Mail or Online – [www.irs.gov](http://www.irs.gov)
- Phone Request Transcript by Mail – 1-800-908-9946
- Paper Request Transcript by Mail – IRS Form 4506T-EZ or IRS Form 4506-T

**Identity and Statement of Educational Purpose Section**

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The student must appear in person at SUNY ESF to verify his or her identity by presenting an unexpired valid government-issued photo identification (ID), such as, but not limited to, a driver’s license, other state-issued ID, or passport. The institution will maintain a copy of the student’s photo ID that is annotated by the institution with the date it was received and reviewed and the name of the official at the institution authorized to receive and review the student’s ID.

In addition, the student must sign, in the presence of the institutional official, the Statement of Educational Purpose provided below.

**Statement of Educational Purpose**

I certify that I \_\_\_\_\_ am the individual signing this *Statement of Educational Purpose* and that the Federal student financial assistance I may receive will only be used for educational purposes and to pay the cost of attending SUNY ESF for 2024-2025.

\_\_\_\_\_  
Student’s Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student’s ID Number

**Signatures and Certification Section**

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Each person signing this worksheet certifies that all the information reported on it is complete and correct. The student and spouse, if married, whose information was reported on the FAFSA must sign and date. If you purposely give false or misleading information on this worksheet, you may be fined, be sentenced to jail, or both.

**IMPORTANT NOTE – “WET” SIGNATURES ARE REQUIRED. DO NOT TYPE NAMES, USE IMAGES, MOUSE/TOUCHPAD DRAW SIGNATURES, ETC.**

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Spouse Signature

\_\_\_\_\_  
Date

**Reminders:**

- Do not e-mail any verification material. You may submit using postal mail, fax, or the upload function available in the financial aid section of the student’s account on the MyESF portal.
- Submit copies of all W-2 forms for any nontax filers who had income from work.
- Submit Verification of Non-Filing Status if the student and spouse, if married will not and are not required to file a 2022 federal tax return.
- Remember that the student and spouse, if married, whose information is provided on the FAFSA must sign the verification worksheet.
- You must bring an original unexpired, valid, government issued photo ID.