



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.**

2020-2021 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, 2020 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? Dependent students who are selected for verification will need to complete the following steps:

1. Students and parents who filed 2018 federal taxes - verify tax data.
2. Students who did not file 2018 federal taxes - provide proof of income from work.
3. Parents who did not file 2018 federal taxes - provide proof of income from work and proof of non-filing status.
4. Students - verify high school completion status.
5. Students - verify identity and sign statement of educational purpose.
6. Students and parents 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.

Sincerely,

Mark J. Hill
Director of Financial Aid

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

The instructions and certifications in this section apply to the student. **Complete this section only if the student will not file and is not required to file a 2018 federal tax return with the IRS.**

By checking one box below and signing the certification section of this worksheet, the student certifies that the individual will not file and is not required to file a 2018 federal tax return.

Check one box below:

- The student was not employed and had no income from work in 2018.
- The student was employed in 2018 and has listed below the names of all employers, the amount earned from each employer in 2018, 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 2018
Total Amount of Income Earned From Work		

Documentation Required: Please provide copies of all 2018 IRS W-2 forms or equivalent that were issued to the student by the employers.

Student Tax Filers Information Section

The instructions and certifications in this section apply to the student. **Complete this section only if the student filed or will file a 2018 federal tax return.** The best way to verify income is by using the IRS Data Retrieval Tool (IRS DRT) that is part of the FAFSA on the web at fafsa.gov. If the student is unable or chooses not to use the IRS DRT, a 2018 IRS Tax Return Transcript or a **signed** copy of the 2018 federal tax return that was submitted to the IRS or other tax authorities must be provided.

Check one box below:

- The student **has used** the IRS DRT in FAFSA on the Web to transfer 2018 IRS income tax information into the student's FAFSA. Note – this does not need to be done again if the IRS DRT was already used when completing the FAFSA.
- The student **has not yet used** the IRS DRT in FAFSA on the Web, but will use the tool to transfer 2018 IRS income tax return information into the student's FAFSA.
- The student is **unable or chooses not to use** the IRS DRT in FAFSA on the Web, and instead will provide the school with a 2018 IRS Tax Return Transcript. **Documentation Required: If selecting this option, please provide a copy of the student's 2018 IRS Tax Return Transcript.**
- The student is **unable or chooses not to use** the IRS DRT in FAFSA on the Web, and instead will provide the school with a **signed** copy of the 2018 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 2018 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 2018 Tax Return Transcript can be obtained through:

- Web Request Transcript by Mail or Online – 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

Parent Nontax Filers Information Section

The instructions and certifications in this section apply to each parent included in the household. **Complete this section only if the parents will not file and are not required to file a 2018 federal tax return with the IRS.**

By checking one box below and signing the certification section of this worksheet, the parents certify that the individuals will not file and are not required to file a 2018 federal tax return.

Check one box below:

- Neither parent was employed, and neither had income from work in 2018.
- One or both parents were employed in 2018 and have listed below the names of all employers, the amount earned from each employer in 2018, 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 Parent?	Annual Amount Earned in 2018
Total Amount of Income Earned From Work		

Documentation Required: Please provide copies of all 2018 IRS W-2 forms or equivalent that were issued to the parents by the employers.

Documentation Required: Please provide documentation from the IRS or other relevant tax authority dated on or after October 1, 2019 that indicates a 2018 IRS income tax return was not filed with the IRS or other relevant tax authority. This can best be done with a Verification of Non-Filing Letter from the IRS, which can be obtained by completing Form 4506-T with Box 7 checked. For best results, submit the completed form to the IRS as instructed and request that the letter be sent to you directly, and then submit a copy to SUNY ESF.

Parent Tax Filers Information Section

The instructions and certifications in this section apply to each parent included in the household. **Complete this section only if the parents filed or will file a 2018 federal tax return.** The best way to verify income is by using the IRS Data Retrieval Tool (IRS DRT) that is part of the FAFSA on the web at fafsa.gov. If the parents are unable or choose not to use the IRS DRT, a 2018 IRS Tax Return Transcript or a **signed** copy of the 2018 federal tax return and applicable schedules that were submitted to the IRS or other tax authorities must be provided.

Check on box below:

- The parents **have used** the IRS DRT in FAFSA on the Web to transfer 2018 IRS income tax information into the student's FAFSA. Note - this does not need to be done again if the IRS DRT was already used when completing the FAFSA.
- The parents **have not yet used** the IRS DRT in FAFSA on the Web, but will use the tool to transfer 2018 IRS income tax return information into the student's FAFSA.
- The parents are **unable or choose not to use** the IRS DRT in FAFSA on the Web, and instead will provide the school with a 2018 IRS Tax Return Transcript. **Documentation Required: If selecting this option, please provide a copy of the parents' 2018 IRS Tax Return Transcript(s).**
- The parents are **unable or choose not to use** the IRS DRT in FAFSA on the Web, and instead will provide the school with a **signed** copy of the 2018 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 parents' 2018 Federal Tax Return.**

Note – “wet” signatures are required. Do not type name, use images, mouse draw signatures, or submit e-file signature authorizations.

A 2018 Tax Return Transcript can be obtained through:

- Web Request Transcript by Mail or Online – 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

High School Completion Status Section

The student must provide documentation that indicates high school completion status. If one of the items below is checked, SUNY ESF has already obtained acceptable documentation through the admissions process. If no box is checked, the student will need to provide one of the listed items. The student should contact the Office of Financial Aid to discuss other options if none of the listed items are available.

- A copy of the student’s high school diploma.
- A copy of the student’s final official high school transcript that shows the date when the diploma was awarded.
- A State certificate or transcript received by a student after the student passed a State-authorized examination that the State recognizes as the equivalent of a high school diploma (GED test, HiSET, TASC, or other State-authorized examination).
- An academic transcript that indicates the student successfully completed at least a two-year program that is acceptable for full credit toward a bachelor’s degree.
- For a student who was homeschooled in a State where State law requires the student to obtain a secondary school completion credential for homeschooling (other than a high school diploma or its recognized equivalent), a copy of that credential.
- For a student who was homeschooled in a State where State law does not require the student to obtain a secondary school completion credential for homeschooling (other than a high school diploma or its recognized equivalent), a transcript, or the equivalent, signed by the student's parent or guardian, that lists the secondary school courses the student completed and includes a statement that the student successfully completed a secondary school education in a homeschool setting.
- For students who completed secondary education in a foreign country, a copy of the “secondary school leaving certificate” or other similar document.

Identity and Statement of Educational Purpose Section

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 2020-2021.

Student's Signature

Date

Student's ID Number

Signatures and Certification Section

Each person signing this worksheet certifies that all the information reported on it is complete and correct. The student and one parent 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

Parent 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.
- Remember that the student and one parent whose information is provided on the FAFSA must sign the verification worksheet.
- Remember that the Statement of Education Purpose Section must be done in-person.
- You must bring an original unexpired, valid, government issued photo ID.