



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 spouses (if married) who filed 2018 federal taxes - verify tax data.
2. Students and spouses (if married) who did not file 2018 federal taxes - provide proof of income from work.
3. Students and spouses (if married) who did not file 2018 federal taxes - provide proof of non-filing status.
4. 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

Your application for federal student aid (FAFSA) was selected by the U.S. Department of Education for a process called verification. Please complete this worksheet entirely and return it to the Office of Financial Aid along with all required documentation. Documentation may be submitted using postal mail or fax with the contact information above, or through the student's account on the secure MyESF portal at <http://myesf.esf.edu>. Please do not e-mail any verification information.

**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 or spouse's children if the student or spouse will provide more than half of the children's support from July 1, 2020 through June 30, 2021, even if a child does not live with the student.
- Other people if they now live with the student and the student or spouse provides more than half of the other person's support, and will continue to provide more than half of that person's support through June 30, 2021.

In addition to listing all household members, include in the space below information about any household member who is, or will be, enrolled at least half time in a degree, diploma, or certificate program at an eligible postsecondary educational institution any time between July 1, 2020, and June 30, 2021, and include the name of the college. If more space is needed, provide a separate page with the student's name and last 4 digits of the SSN at the top.

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 and spouse, if the student is married. **Complete this section only if the student and spouse 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 student and spouse, if the student is married, certify that the individuals will not file and are not required to file a 2018 federal tax return.

Check one box below:

- The student and spouse were not employed and had no income from work in 2018.
- The student and/or spouse 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 Student or Spouse?	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 and spouse 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.**

## Student Tax Filers Information Section

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The instructions and certifications in this section apply to the student and spouse, if the student is married. Notify the financial aid office if the student or spouse filed separate IRS income tax returns for 2018 or had a change in marital status after December 31, 2018. **Complete this section only if the student and spouse 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](http://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 and applicable schedules that were submitted to the IRS or other tax authorities must be provided.

Check on 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 and spouse's, if married 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 and spouse's, if married 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](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

## 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.**
- **Use the IRS DRT (if not already done) or submit copies of Tax Return Transcripts or signed copies of tax returns for all tax filers.**
- **Submit Verification of Non-Filing Status if the student and spouse, if married will not and are not required to file a 2018 federal tax return.**

- Remember that the student and spouse, if married, whose information is provided on the FAFSA must sign the verification worksheet.