



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?** Dependent students who are selected for verification will need to complete the following steps:

1. Students and parents who filed 2022 federal taxes - verify tax data.
2. Students who did not file 2022 federal taxes - provide proof of income from work.
3. Parents who did not file 2022 federal taxes - provide proof of income from work and proof of non-filing status.
4. Students - verify identity and sign statement of educational purpose.
5. 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](mailto: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**

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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 2022 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 2022 federal tax return.

Check one box below:

- The student was not employed and had no income from work in 2022.
- The student was employed in 2022 and has 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.**

### **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 2021 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

## Parent Nontax Filers Information Section

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The instructions and certifications in this section apply **Complete this section only if the parents will not file and are 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 parents certify that the individuals will not file and are not required to file a 2022 federal tax return.

Check one box below:

- Neither parent was employed, and neither had income from work in 2022.
- One or both parents 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 Parent?	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 parents by the employers.**

**Documentation Required: Please provide documentation from the IRS or other relevant tax authority dated on or after October 1, 2023 that indicates a 2022 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

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**Complete this section if the parents filed or will file a 2022 IRS income tax return(s).** As part of federal student aid eligibility, parents 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 other words, if the parents filed separate 2022 IRS income tax returns, both must provide consent and approval to share and import income and tax information from the IRS. 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 parents was not available or could not be used, the parents 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 on box below:

- The parent 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 parent(s) will provide the school with a 2022 IRS Tax Return Transcript. **Documentation Required: If selecting this option, please provide a copy of the parent's 2022 IRS Tax Return Transcript.**
- The parent(s) 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 parent'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 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.