

# APPLY FOR FINANCIAL AID IN 6 EASY STEPS

## 2023/2024 ACADEMIC YEAR

### 1 USE 2021 INCOME INFORMATION

- You and your spouse (if you are married) or your parents (if you are a dependent student) will report income information from the **2021** calendar year
- When you file your FAFSA, you will be prompted (if eligible) to use the **IRS Data Retrieval Tool** to import you and your spouse (if married) or your parents' (if dependent) **2021** income information directly from IRS records to your application
- If you cannot use the IRS Data Retrieval Tool or have not filed a **2021** tax return, you may be asked to submit documentation from the IRS after your FAFSA is processed

### 3 PREPARE YOUR FSA ID

- FSA IDs are your and your parents' electronic signatures for web applications
- You and your parents (if dependent) may obtain an FSA ID when you file your FAFSA (see [Step 4](#))
- You will receive and be able to use your FSA IDs immediately
- FSA IDs are your and your parents' electronic signatures for web applications
- Save your FSA IDs – you will need to use them every year
- If your parent does not have a Social Security Number they will be unable to obtain an FSA ID but will be able to complete the FAFSA

### 5 FILE TAP-ON-THE-WEB

- TAP (Tuition Assistance Program) gives New York State-funded full-time & part-time tuition assistance awards
- Review and correct the pre-printed answers on your TAP-ON-THE-WEB application and answer any questions that are missing
- BMCC's TAP school code = **1404**
- Your & your parents' federal FSA IDs (or Signature Page if you didn't use a FSA ID) serve as the signatures for TOTW
- If you missed the link for TAP-ON-THE-WEB (see step 4), you will receive an e-mail reminder from New York State to file TOTW at: <https://www.tap.hesc.ny.gov/totw>

#### WE'RE HERE TO HELP AS YOU MAKE DECISIONS ABOUT YOUR EDUCATION AND FUTURE.

Visit or virtual office hours to speak with a Panther Station Representative. **Hours:** Monday & Thursday 9 a.m. - 5 p.m., Tuesday & Wednesday 9 a.m. - 6 p.m. and Friday 10 a.m. - 5 p.m.



Call (212) 220-1430 to get connected with a financial aid representative.



Visit us at <https://www.bmcc.cuny.edu/enrollment-management/> and click the "Ask Me" feature to search for an answer to an Admissions, Financial Aid, or Registration question. If you don't find the information you need with a search, start a live chat with a staff member.

### 2 COLLECT THE FOLLOWING INFORMATION

- Your social security number
- Social security numbers and dates of birth for your parents (if dependent)
- Copies of **2021** tax returns (with W-2s) for you & your spouse (if married) or parents (if dependent) for reference when using **IRS Data Retrieval Tool** (see [Step 4](#))
- Bank, stock, real estate and business records (if applicable) for you and your spouse (if married) or your parents (if dependent)
- Your alien registration number (if you are not a U.S. citizen)

### 4 FILE FAFSA-ON-THE-WEB

- The FAFSA (Free Application for Federal Student Aid) is used for Federal Pell Grant, Work-Study, SEOG & Student Loans
- Use information collected in [Steps 2 & 3](#) to complete the FAFSA
- Select "Start Here" from the homepage menu to start the **2023-2024** FAFSA
- **Use the IRS Data Retrieval option** (if eligible) to import all **2021** IRS income data automatically to the FAFSA
- When prompted, sign the application with your FSA ID. If your parent, does not have an FSA ID, print and mail a "Signature Page"
- BMCC's Federal School Code = **002691**
- Print your FAFSA data & the Confirmation Page for your records – this is proof you have submitted your FAFSA successfully
- Look for "Optional Feature — Start your state application" on the Confirmation Page to go to TAP-on-the-Web

### 6 CHECK YOUR FAFSA-ON-THE-WEB & TAP-ON-THE-WEB REPSONSES

- If you provided an email address on your FAFSA, you will receive an email response (called a Student Aid Report) in 3-5 days
- If there are errors, you will receive a request for more information by mail or email in 2-3 weeks
- You will receive a TAP award notification by email in 3- 4 weeks
- After filing a FAFSA, use your FSA ID at any time to check your application status, obtain a copy of your Student Aid Report or make corrections to your FAFSA application data at: <http://studentaid.gov/h/apply-for-aid/fafsa>
- Check your TAP status or make corrections at: <https://www.tap.hesc.ny.gov/totw>
- Respond to any requests for additional information from the Financial Aid Office - most delays in processing come from delayed responses
- Check your financial aid award status by logging onto your Service Center page in CUNYfirst

**COMPLETE THE 2023/2024  
FAFSA FORM HERE**

