

### GUIDE TO YOUR FINANCIAL AID INFORMATION IN CUNYfirst

Learn how to access, view, and manage the financial aid information in your CUNYfirst Student Center:



**VIEW YOUR "TO DO" LIST & COMPLETE THE SUPPLEMENT FORM**



**VIEW YOUR FINANCIAL AID AWARDS & ACCEPT YOUR FEDERAL WORK-STUDY**



**VIEW YOUR PENDING FINANCIAL AID & YOUR REFUNDS**



**ADD YOUR BANK ACCOUNT AND ENROLL IN DIRECT DEPOSIT**



**ENROLL IN A TUITION PAY PLAN & VIEW YOUR 1098-T FORM**



**COMPLETE A DIRECT LOAN PROCESSING FORM**



**VIEW YOUR FEDERAL WORK-STUDY PAYCHECK AND W-2 FORM**



## VIEW YOUR "TO DO" LIST

After you have filed your financial aid applications, the "To Do" list in your CUNYfirst Self-Service Student Center will alert you to any outstanding items with your application record that must be finalized before you may receive a financial aid awards package.

**STEP# 1:** Login to CUNYfirst at <https://home.cunyfirst.cuny.edu>.

**STEP# 2:** Select **HR/Campus Solutions** from the left menu.


**STEP# 3:** Navigate to **Self Service** followed by **Student Center**. In the **To Do List** section, you will see a list of outstanding items. Click the **"more"** link to see more information.



**STEP# 4:** Review the current outstanding items with your financial aid applications. You will need to sort and filter by institution to make sure you are viewing items related to your college.

Your current To Do items are shown below. To sort or filter your To Do items, change the options below and click Go

View your To Do Items by

Due Date  

Institution

Function

| Item List                                    |            |           |                         |                         |
|--|------------|-----------|-------------------------|-------------------------|
| To Do Item                                   | Due Date   | Status    | Institution             | Administrative Function |
| <a href="#">2016 PARENT TAX TRANSCRIPT</a>   | 04/18/2018 | Initiated | Borough of Manhattan CC | Financial Aid           |
| <a href="#">2018 V1 Dep Verification Wrk</a> | 04/18/2018 | Initiated | Borough of Manhattan CC | Financial Aid           |

By clicking on each **To Do Item**, you can view the details concerning the item, including the office contact information, and instructions on how to resolve the item.

**NOTE:** You must resolve each To Do item on your Item List. Failure to resolve the items will delay final processing and awarding of your financial aid.

| Item List                                    |            |           |                         |                         |
|--|------------|-----------|-------------------------|-------------------------|
| To Do Item                                   | Due Date   | Status    | Institution             | Administrative Function |
| <a href="#">2016 PARENT TAX TRANSCRIPT</a>   | 04/18/2018 | Initiated | Borough of Manhattan CC | Financial Aid           |
| <a href="#">2018 V1 Dep Verification Wrk</a> | 04/18/2018 | Initiated | Borough of Manhattan CC | Financial Aid           |

The instructions on the **To Do Item Detail** may ask you to download and submit a form to the Financial Aid Office. To access the form, you may need to copy and paste the web address in the browser. Click on **Return** to go back to your Item List.

To Do List

To Do Item Detail

Trebor Davidson

2018 V1 Dep Verification Wrk

Aid Year: 2019

Academic Institution: Borough of Manhattan CC

Administrative Function: Financial Aid

Due Date: 04/18/2018

Contact: Borough of Manhattan Community College

Department: Office of Financial Aid - N365

Phone: 212/220-1430

[finaid@bmcc.cuny.edu](mailto:finaid@bmcc.cuny.edu)  
[Borough of Manhattan CC](http://www.bmcc.cuny.edu/finaid/forms.jsp)

Description

Your FAFSA was selected by the U.S. Department of Education for review in a process called VERIFICATION. You and your parents must complete, sign, and submit a "2018-2019 Standard Verification V1 Dependent Worksheet" to the Financial Aid Office at your college. The form is available on the BMCC website at: <http://www.bmcc.cuny.edu/finaid/forms.jsp>

Return



## COMPLETE THE SUPPLEMENT FORM

One of your "To Do" items will be to complete the Supplement Form. This is an application used by CUNY to determine potential eligibility for the New York State Aid to Part-Time Study (APTS) program.

**STEP# 1:** Login to CUNYfirst at <https://home.cunyfirst.cuny.edu>.

**STEP# 2:** Select **HR/Campus Solutions** from the left menu.

**STEP# 3:** Navigate to **Self Service** followed by **Student Center**.

**STEP# 4:** In the **Finances** section, click the **Supplement Form** link.

Finances

My Account

[Account Inquiry](#)

Financial Aid

[View Financial Aid](#)  
[Direct Loan Processing Form](#)  
[Supplement Form](#)

other financial...

**STEP# 5:** On the **Select Aid Year to View** page, you may see listings for multiple aid years and multiple colleges. Specify the college and aid year you wish to view.

Institution: BMC01

Borough of Manhattan CC

Aid Year: 2019

Financial Aid Year 2018-2019

OK

CANCEL



## VIEW YOUR FINANCIAL AID AWARDS

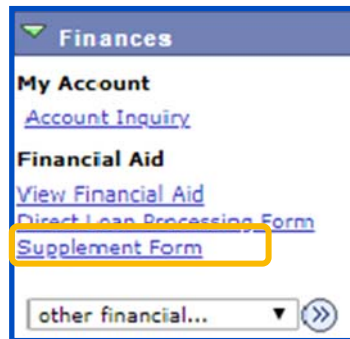
Your Student Center provides information about your financial aid awards. These are listed for the entire academic year and broken down by term.

**STEP# 1:** Login to CUNYfirst at <https://home.cunyfirst.cuny.edu>.

**STEP# 2:** Select **HR/Campus Solutions** from the left menu.

**STEP# 3:** Navigate to **Self Service** followed by **Student Center**.

**STEP# 4:** In the **Finances** section, click the **View Financial Aid** link.



**STEP# 5:** On the **Select Aid Year to View** page, you may see listings for multiple aid years and multiple colleges. Click the **Aid Year** link for the college and aid year you wish to view.

| Financial Aid                        |                         |                                  |
|--------------------------------------|-------------------------|----------------------------------|
| Select Aid Year to View              |                         |                                  |
| Select the aid year you wish to view |                         |                                  |
| Aid Year                             | Institution             | Aid Year Description             |
| <a href="#">2019</a>                 | Borough of Manhattan CC | No financial aid data available. |
| <a href="#">2018</a>                 | Borough of Manhattan CC | Financial Aid Year 2017-2018     |

**STEP# 6:** On the **Award Summary** page, you will be able to view your awards for the entire academic year and for individual terms. You can access additional information through several hyperlinks which are explained on the following pages.

Financial Aid

Award Summary

Financial Aid Year 2017-2018

Select the term hyperlinks below to see more detailed information.

Aid Year

| Award Description         | Category | Offered          | Accepted         |
|---------------------------|----------|------------------|------------------|
| Federal PELL Grant Fall   | Grant    | 2,960.00         | 2,960.00         |
| Federal PELL Grant Spring | Grant    | 2,960.00         | 2,960.00         |
| Initial TAP-Spring        | Grant    | 2,400.00         | 2,400.00         |
| TAP Fall                  | Grant    | 2,400.00         | 2,400.00         |
| <b>Aid Year Totals</b>    |          | <b>10,720.00</b> | <b>10,720.00</b> |

Currency used is US Dollar.

[Shopping Sheet](#)

[Satisfactory Academic Progress](#)

[New York State Cost Projections](#)

[Full-Yr Financial Aid Summary](#)

Terms

2018 Spring Term

[View Scheduled Disbursement Dates](#)

| Award Description         | Category | Offered         | Accepted        |
|---------------------------|----------|-----------------|-----------------|
| Federal PELL Grant Spring | Grant    | 2,960.00        | 2,960.00        |
| Initial TAP-Spring        | Grant    | 2,400.00        | 2,400.00        |
| <b>Term Totals</b>        |          | <b>5,360.00</b> | <b>5,360.00</b> |

2017 Fall Term

[View Scheduled Disbursement Dates](#)

| Award Description       | Category | Offered         | Accepted        |
|-------------------------|----------|-----------------|-----------------|
| Federal PELL Grant Fall | Grant    | 2,960.00        | 2,960.00        |
| TAP Fall                | Grant    | 2,400.00        | 2,400.00        |
| <b>Term Totals</b>      |          | <b>5,360.00</b> | <b>5,360.00</b> |

Currency used is US Dollar.

**STEP# 7:** Click on the **Full-Yr Financial Aid Summary** link to see your **Estimated Financial Aid Budget** for the academic year.

Financial Aid

Full-Yr Financial Aid Summary

Financial Aid Year 2017-2018

The information below is a calculation of your estimated need.

|                                |           |
|--------------------------------|-----------|
| Estimated Financial Aid Budget | 14,990.00 |
| Expected Family Contribution   | 0.00      |
| Estimated Need                 | 14,990.00 |
| Total Aid                      | 10,720.00 |

Currency used is US Dollar.

This is your financial aid eligibility based on your estimated financial aid (budget) costs, family contribution, and estimated need for this aid year.

**STEP# 9:** Return to the **Award Summary** page and, in the **Terms** section click the **View Scheduled Disbursement Dates** link.

| Terms                       |          |   |                 |
|-----------------------------|----------|---|-----------------|
| 2018 Spring Term            |          | <a href="#">View Scheduled Disbursement Dates</a> |                 |
| Award Description           | Category | Offered   | Accepted        |
| Federal PELL Grant Spring   | Grant    | 2,960.00  | 2,960.00        |
| Initial TAP-Spring          | Grant    | 2,400.00  | 2,400.00        |
| <b>Term Totals</b>          |          | <b>5,360.00</b>                                   | <b>5,360.00</b> |
| 2017 Fall Term              |          | <a href="#">View Scheduled Disbursement Dates</a> |                 |
| Award Description           | Category | Offered   | Accepted        |
| Federal PELL Grant Fall     | Grant    | 2,960.00  | 2,960.00        |
| TAP Fall                    | Grant    | 2,400.00  | 2,400.00        |
| <b>Term Totals</b>          |          | <b>5,360.00</b>                                   | <b>5,360.00</b> |
| Currency used is US Dollar. |          |   |                 |

The **Scheduled Disbursements** page displays the projected dates for disbursement of your financial aid awards into your student account.

**NOTE:** The scheduled disbursement dates listed here represent the earliest date those awards can be transferred into your CUNYfirst student account. Your actual disbursement date may be different and will appear when your financial aid is posted to your account. To view the actual disbursement dates, you will need to check the **Account Activity** page in your **Student Center** [see p. 13 in this booklet].

Financial Aid

Estimated Financial Aid Budget

Financial Aid Year 2017-2018

Listed below is an estimate of items used to determine your costs.

Estimated Financial Aid Budget Breakdown

| 2018 Spring Term     |                 |
|----------------------|-----------------|
| Category Description | Amount          |
| Books and Supplies   | 682.00          |
| Activity Fees        | 45.00           |
| Consolidated Fees    | 15.00           |
| Technology Fee       | 125.00          |
| Housing              | 2,145.00        |
| Lunch                | 616.00          |
| Loan Fees            | 29.00           |
| Personal Expenses    | 894.00          |
| Transportation       | 544.00          |
| Tuition              | 2,400.00        |
| <b>Term Total</b>    | <b>7,495.00</b> |

| Financial Aid   |          |                 |             |                 |                     |
|---|----------|-----------------|-------------|-----------------|---------------------|
| Scheduled Disbursements   |          |                 |             |                 |                     |
| Financial Aid Year 2017-2018  |          |                 |             |                 |                     |
| 2018 Spring Term  |          |                 |             |                 |                     |
| To view actual disbursements to your financial account, access Account Inquiry.   |          |                 |             |                 |                     |
| Award Description   | Category | Accepted Amount | Fee         | Net Amount      | Scheduled Disb Date |
| Federal PELL Grant Spring   | Grant    | 740.00          | 0.00        | 740.00          | 01/17/2018          |
|   | Grant    | 2,220.00        | 0.00        | 2,220.00        | 02/26/2018          |
| Initial TAP-Spring  | Grant    | 2,400.00        | 0.00        | 2,400.00        | 01/17/2018          |
| <b>Term Totals</b>  |          | <b>5,360.00</b> | <b>0.00</b> | <b>5,360.00</b> |                     |
| Currency used is US Dollar.   |          |                 |             |                 |                     |
| If any accept amount is zero or if the scheduled disbursement date is blank, your award will not be disbursed. Please proceed to Award Acceptance page to accept or decline these awards. |          |                 |             |                 |                     |





## ACCEPT OR DECLINE YOUR FEDERAL WORK-STUDY AWARDS

You are required to either accept or decline certain types of financial aid awards, such as Federal Work-Study.

**STEP# 1:** Login to CUNYfirst at <https://home.cunyfirst.cuny.edu>

**STEP# 2:** Select **HR/Campus Solutions** from the left menu

**STEP# 3:** Navigate to **Self Service** followed by **Student Center**

**STEP# 4:** In the **Finances** section, click the **Accept/Decline Awards** link.

Finances

My Account

[Account Inquiry](#)

Financial Aid

[View Financial Aid](#)

[Accept/Decline Awards](#)

[Direct Loan Processing Form](#)

[Supplement Form](#)

other financial... >>

**STEP# 5:** On the **Select Aid Year to View** page, you may see listings for multiple aid years and multiple colleges. Click the **Aid Year** link for the college and aid year you wish to view.

Financial Aid

Select Aid Year to View

Select the aid year you wish to view

| Aid Year             | Institution             | Aid Year Description             |
|----------------------|-------------------------|----------------------------------|
| <a href="#">2019</a> | Borough of Manhattan CC | No financial aid data available. |
| <a href="#">2018</a> | Borough of Manhattan CC | Financial Aid Year 2017-2018     |

**STEP# 6:** Review your entire awards package. Most of your awards such as PELL, TAP, SEOG come pre-accepted and require no further action by you. If you are awarded Federal Work-Study, you **MUST** accept your award (s) by checking the "Accept" checkbox next to each award. After checking Accept or Decline, do not forget to hit the **SUBMIT** button at the bottom of the page.

**NOTE:** If you do not promptly indicate acceptance of your Federal Work-Study award, you risk losing it. If you wish to decline your PELL, TAP or SEOG award, you must speak to the Financial Aid Office at your college.

| Award                                     | Category   | Career        | Offered         | Accepted        | Accept                              | Decline                  |
|---|------------|---------------|-----------------|-----------------|-------------------------------------|--------------------------|
| <a href="#">Federal Work Study Spring</a> | Work/Study | Undergraduate | 900.00          | 900.00          | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| <a href="#">Federal Work Study Fall</a>   | Work/Study | Undergraduate | 900.00          | 900.00          | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| <a href="#">Federal PELL Grant Fall</a>   | Grant      | Undergraduate | 2,822.50        | 2,822.50        | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| <a href="#">Federal PELL Grant Spring</a> | Grant      | Undergraduate | 2,822.50        | 2,822.50        | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| <a href="#">Initial TAP-Fall</a>          | Grant      | Undergraduate | 2,050.00        | 2,050.00        | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| <a href="#">Federal SEOG Fall</a>         | Grant      | Undergraduate | 175.00          | 175.00          | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| <a href="#">Federal SEOG Spring</a>       | Grant      | Undergraduate | 175.00          | 175.00          | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| <b>Total</b>                              |            |               | <b>9,845.00</b> | <b>8,045.00</b> |                                     |                          |

Currency used is US Dollar.

[accept all](#) [decline all](#) [clear all](#) [update totals](#)

[SUBMIT](#)

Click on the Award hyperlink to receive more detailed information about the award and its requirements. Below is an example of the Federal Work Study detail screen.

Federal Aid Year 2013-2014

Award: Federal Work Study Fall Category: Work/Study

| Disbursement Date | Description    | Award Amount |
|-------------------|----------------|--------------|
| 09/23/2013        | 2013 Fall Term | 900.00       |

Currency used is US Dollar.

Message

- You must be registered for at least six credit hours.
- You must find an eligible part-time job (job listings are available in the financial aid office).
- You must complete all required FWS forms.
- You must be in good academic standing in your college with a 2.0 GPA (C Average) or higher after two years of enrollment



## VIEW YOUR PENDING AID

The following steps provide instructions on how to view your pending financial aid in CUNYfirst Self-Service.

**NOTE:** Financial aid that is "**pending**" means that you have been awarded the aid, and it is being used as a credit towards your tuition bill, but it hasn't actually been paid out.

**STEP# 1:** Login to CUNYfirst at <https://home.cunyfirst.cuny.edu>.

**STEP# 2:** Select **HR/Campus Solutions** from the left menu.

**STEP# 3:** Navigate to **Self Service** followed by **Student Center**.

**STEP# 4:** In the **Finances** section, click the **Account Inquiry** link to see the details of the **Account Summary**.

**Finances**  
My Account  
**Account Inquiry**  
other financial...  
Account Activity  
Charges Due  
Payments  
Pending Financial Aid  
other financial...

**Account Summary**  
You owe 250.00.  
■ Due Now 250.00  
■ Future Due 0.00  
\*\* You have a past due balance of 250.00. \*\*  
Currency used is US Dollar.

**Account Inquiry** | Electronic Payments/Purchases | Account Services  
**summary** | activity | charges due | payments | pending aid

**Account Summary**  
You owe 2,258.55. For the breakdown, access [Charges Due](#)  
■ Due Now 138.70  
■ Future Due 2,119.85  
\*\* You have a past due balance of 138.70. \*\*

| Term             | Outstanding Charges & Deposits | Pending Payments | Pending Financial Aid | Total Due     |
|------------------|--------------------------------|------------------|-----------------------|---------------|
| 2011 Spring Term | 10.00                          |                  |                       | 10.00         |
| 2011 Fall Term   | 128.70                         |                  |                       | 128.70        |
| 2012 Fall Term   | 2,119.85                       |                  | 1,519.85              | 600.00        |
| 2013 Spring Term |                                |                  | 825.00                |               |
| <b>Total</b>     | <b>2,258.55</b>                |                  | <b>2,344.85</b>       | <b>738.70</b> |

**STEP# 5:** Under the **Account Inquiry** tab, you will be able to view your pending financial aid by clicking the "**pending aid**" sub-tab. If you have pending financial aid that covers your tuition and fee charges in full, you will not be required to make a payment to the Bursar.

**Account Inquiry** | Electronic Payments/Purchases | Account Services  
summary | activity | charges due | payments | **pending aid**

**Pending Financial Aid**  
View By: All Terms [go]  
Find | View All | First | 1-7 of 7 | Last

| Award  | Term             | Amount          |
|--|------------------|-----------------|
| CD Fees  | 2012 Fall Term   | 69.85           |
| Federal SEOG                                     | 2012 Fall Term   | 200.00          |
| Federal Pell Grant                               | 2012 Fall Term   | 1,250.00        |
| Federal SEOG                                     | 2013 Spring Term | 200.00          |
| Federal Pell Grant                               | 2013 Spring Term | 312.50          |
| Federal Pell Grant                               | 2013 Spring Term | 312.50          |
| <b>Total Pending Financial Aid for this view</b> |                  | <b>2,344.85</b> |

**IMPORTANT NOTE:** Your financial aid awards will NOT appear on your **Account Summary** page for at least 3 business days after you complete your initial enrollment. If you make any change to enrollment that affects your financial aid eligibility, your recalculated financial aid awards will also not appear for 3-5 business days.



## VIEW YOUR FINANCIAL AID REFUND

When your awards are disbursed to your CUNYfirst account, they will be applied to any unpaid tuition and fee charges. If you have a financial aid credit balance after the payment of your tuition and fees, you will receive a refund that will be electronically deposited to your personal bank account or sent to your home address in the form of a paper check.

Please note the difference between a disbursement and a refund: your financial aid is disbursed to your CUNYfirst account, not to you personally. Only after all charges on your account are satisfied will you see your refund. A refund appears on your CUNYfirst account 1-2 days after a disbursement is posted. You will receive that refund 3-5 days after it posts. Keep this timeframe in mind when doing your financial planning.

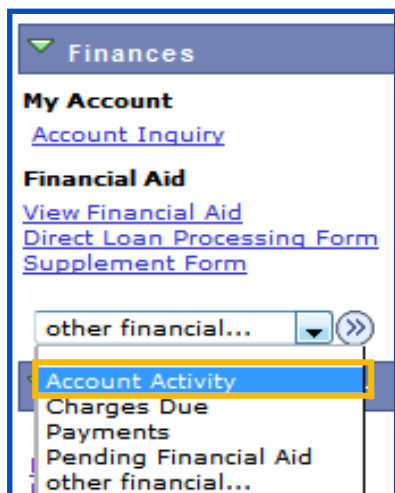
Detailed information about all disbursements and refunds can be seen on your **Account Activity** page. View your account activity information by doing the following:

**STEP# 1:** Login to CUNYfirst at <https://home.cunyfirst.cuny.edu>

**STEP# 2:** Select **HR/Campus Solutions** from the left menu

**STEP# 3:** Navigate to **Self Service** followed by **Student Center**

**STEP# 4:** In the **Finances** section, click the **Account Activity** link from the drop down menu.



The **Account Activity** page will display the activity occurring in your account for the academic year.

| Account Activity |                               |                  |            |                  |          |
|------------------|-------------------------------|------------------|------------|------------------|----------|
| View by          |                               |                  |            |                  |          |
| From             | 09/16/2014                    | To               | 03/16/2015 | 2015 Spring Term | go       |
| Transactions     |                               |                  |            |                  |          |
| Posted Date      | Item                          | Term             | Charge     | Payment          | Refund   |
| 03/03/2015       | Refund of Financial Aid       | 2015 Spring Term |            |                  | 1,432.50 |
| 03/02/2015       | Federal Pell Spring           | 2015 Spring Term |            | 1,432.50         |          |
| 01/21/2015       | Refund                        | 2015 Spring Term |            |                  | 652.00   |
| 01/21/2015       | Refund of Financial Aid       | 2015 Spring Term |            |                  | 650.55   |
| 01/20/2015       | Federal Pell Spring           | 2015 Spring Term |            | 1,432.50         |          |
| 01/20/2015       | Federal SEOG Spring           | 2015 Spring Term |            | 175.00           |          |
| 01/20/2015       | Initial Tap-Spring            | 2015 Spring Term |            | 954.50           |          |
| 01/20/2015       | NYC Council Merit Scholarship | 2015 Spring Term |            | 400.00           |          |
| 01/20/2015       | NYS Scholar Academic-Spring   | 2015 Spring Term |            | 750.00           |          |

In this example, the Scholarship, TAP, SEOG, and the first-half of the Pell grant were disbursed to the student account on January 20th. Refunds were processed the next day on January 21st. Student received the refund on January 25th. Similarly, a second Pell disbursement was made on March 2nd, followed by another refund on March 3rd. The student received that refund on March 6th.

### REMEMBER

**Disbursement** - the transfer of funds into your CUNYfirst Student Account.

**Refund** - the return of funds to you that are not needed to pay your tuition and fees. Refunds are issued either as a direct deposit payment to your bank account or mailed to your home as a check. Refunds are made available to the student within 3-5 days after the date the refund posts to your account. You need to make allowances in your financial planning to account for the timeframe between the initial disbursement date and the date you may expect to receive your refund.



## ENROLL IN DIRECT DEPOSIT IN CUNYfirst SELF-SERVICE

The following steps show how to add a Bank Account on Self-Service and enroll in Direct Deposit to receive refunds and work study payments.

**STEP# 1:** Login to CUNYfirst at <https://home.cunyfirst.cuny.edu>.

**STEP# 2:** Select **HR/Campus Solutions** from the left menu.

**STEP# 3:** Navigate to **Self Service** followed by **Campus Finances**.

**STEP# 4:** Click **Manage My Accounts**.

**STEP# 5:** On the **My Accounts** page, click the **Add Account** button. You will then be prompted to enter your **Financial Institution Details**. After entering the required account information, click the **Next** button at the bottom of the screen. **NOTE:** Enter your routing number as it appears on your check and click enter.

**STEP# 6:** To make the bank account you just added as your direct deposit account, click the **Enroll In Direct Deposit** button.

**STEP# 7:** On the **Enroll in Direct Deposit** panel, select the Account Nickname to designate as the direct deposit account and click **Next**.



**STEP# 8:** On the **Enroll in Direct Deposit Agreement** page; select the checkbox next to the statement "Yes, I agree to the terms and conditions of this agreement." and click on **SUBMIT** button.

**Enroll in Direct Deposit Agreement**

Review the financial institution information and agreement. Click Submit to complete the Direct Deposit enrollment.

| Financial Institution Name | Distribution Type | Amt./Pct. | Priority |
|----------------------------|-------------------|-----------|----------|
| test account-6789          | Balance           |           |          |

Currency used is US Dollar

You are about to enroll in Direct Deposit for your refund and/or Work Study checks. Signing up for direct deposit will allow excess from financial aid refunds, Work Study and over payments applied to your student account to be deposited directly into your checking, savings or Scholar Support Card account. You will receive your funds faster through this process instead of a check mailed to you. If you would like information about CUNY's Scholar Support Card program, click the Additional Details link below.

I hereby authorize in accordance with the rules and regulations of the National Automated Clearinghouse Association ("NACHA") my institution to credit any reimbursements and Work Study payments due to me via automated clearinghouse electronic fund transfer ("ACH") to the account(s) referenced above.

You may change your account information as necessary through self-service. Payments made through this process will be available in your account depending on timing of this submission.

We recommend that you print this page to retain a copy of this agreement for your records.

The agreement is dated: 12/12/2011

☒ Yes, I agree to the terms and conditions of this agreement.

**CANCEL** **BACK** **SUBMIT**

**STEP# 9:** The process to Enroll in Direct Deposit is complete!

**NOTE:** If you do not have a bank account to enroll in CUNYfirst, BMCC has partnered with Santander Bank to offer student bank accounts with free checking and savings options that can be linked to your BMCC Smart ID Card. Most students are eligible to participate in the bank account program, if you want additional information, please call 1.877.768.2265.

**Enroll in Direct Deposit Result**

**✓** Congratulations! You are now enrolled in direct deposit.  
View the summary below.

| Account Nickname  |
|-------------------|
| test account-6789 |



## ENROLL IN A TUITION PAYMENT PLAN

You may discover that your financial aid awards will not cover all your tuition and fee charges. The CUNY tuition payment plan allows you to arrange to pay your "out of pocket" tuition charges over a period of up to six months. This means that the burden of having to pay off your entire balance at the start of the academic term is reduced. Enrollment in the payment plan allows you to set up monthly payments with a credit/debit card or with electronic check.

The deferred payment plan is interest free benefit but there is an enrollment fee of \$95 per term. For students and their families who opt for direct withdrawals from their bank accounts, a discount will be provided which will lower the enrollment fee to \$40 per term

The following steps provide instructions on how to enroll in a tuition payment plan from CUNYfirst Self-Service:

**STEP# 1:** Login to CUNYfirst at <https://home.cunyfirst.cuny.edu>.

**STEP# 2:** Select **HR/Campus Solutions** from the left menu.

**STEP# 3:** Navigate to **Self Service** followed by **Student Center**.

**STEP# 4:** In the **Finances** section, select your institution and click Enroll/Manage Payment Plan.

The link takes you to the Nelnet Tuition Pay Plan enrollment website. You need to complete the enrollment process and choose your payment method (credit/debit/electronic check).

# **VIEW YOUR 1098-T FORM**

CUNY is required by the Internal Revenue Service (IRS) to issue the Form 1098-T, Tuition Statement, to students who have made payments towards qualified tuition and related expenses within the reporting tax year. This information will help the students or parents of dependent students determine eligibility to claim the American Opportunity Tax Credit or Lifetime Learning Tax Credit. To find out more about Form 1098-T tax incentives, access IRS Publication 970, Tax Benefits for Higher Education, or visit [www.cuny.edu/1098tfaq](http://www.cuny.edu/1098tfaq).

You cannot get a Form 1098-T statement if:

- You received federal grants, scholarships or third-party payments that met or exceeded your total tuition amount for the entire calendar year.
- You received loans to cover tuition for a particular semester, but the loans disbursed during a different calendar year.

The following steps provide instructions on how to view your 1098-T form in CUNYfirst Self-Service.

**STEP# 1:** Login to CUNYfirst at <https://home.cunyfirst.cuny.edu>.

**STEP# 2:** Select **HR/Campus Solutions** from the left menu.

**STEP# 3:** Navigate to **Self Service** followed by **Student Center**.

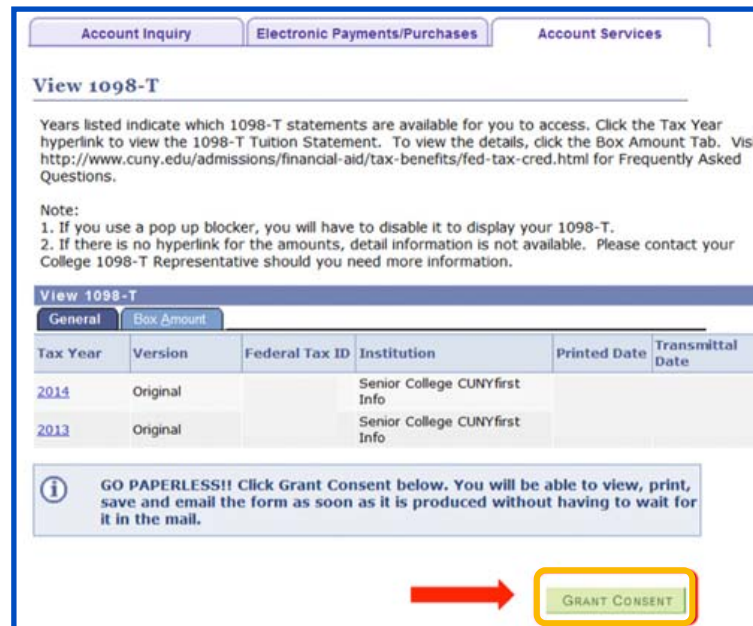
**STEP# 4:** In the **Finances** section, select "**other financial...**" from the dropdown menu and click **View 1098-T**.



**STEP# 5:** Select the Tax Year link to open the related Form 1098-T. You can download the Form 1098-T in PDF. Turn off your pop-up blocker to allow the form to appear in a new tab on the browser. "No Data Available" will appear next to the year if you are not eligible for a 1098T Form for that year



**NOTE:** CUNY offers a paperless Form 1098-T option. To access the paperless form, you must click on **Grant Consent** on the View 1098T page. By consenting to receive an electronic Form 1098-T, you will not receive future paper forms through the mail. If you do not select the electronic option, you will receive a paper Form 1098-T sent to the mailing address listed on CUNYfirst Self Service.



## **VIEW YOUR FEDERAL WORK-STUDY PAYCHECK**

If you have been placed in a Federal Work-Study job and have begun working, you can view your timesheet deadlines on the BMCC Financial Aid website at: <http://www.bmcc.cuny.edu/finaid/>. You can view your paystubs in CUNYfirst Self-Service.

The following steps provide instructions on how to view your federal work-study paystubs in CUNYfirst Self-Service.

**STEP# 1:** Login to CUNYfirst at <https://home.cunyfirst.cuny.edu>.

**STEP# 2:** Select **HR/Campus Solutions** from the left menu.

**STEP# 3:** Navigate to **Self Service**, then **Payroll & Compensation**.

**STEP# 4:** Click the **View Work-Study Paycheck** link.

**View Paycheck**

Review your available Work Study paychecks below. Select the check date of the paycheck you would like to review.

| Check Date | View Paycheck                 | Company              | Pay Begin Date | Pay End Date | Net Pay  | Paycheck Number | PDF File                            |
|------------|-------------------------------|----------------------|----------------|--------------|----------|-----------------|-------------------------------------|
| 03/05/2015 | <a href="#">View Paycheck</a> | Work Study - Federal | 02/08/2015     | 02/21/2015   | \$656.06 | 16700           | <input checked="" type="checkbox"/> |
| 01/22/2015 | <a href="#">View Paycheck</a> | Work Study - Federal | 12/28/2014     | 01/10/2015   | \$347.00 | 14831           | <input checked="" type="checkbox"/> |
| 01/08/2015 | <a href="#">View Paycheck</a> | Work Study - Federal | 12/14/2014     | 12/27/2014   | \$347.00 | 14143           | <input checked="" type="checkbox"/> |
| 12/23/2014 | <a href="#">View Paycheck</a> | Work Study - Federal | 11/30/2014     | 12/13/2014   | \$347.00 | 12909           | <input checked="" type="checkbox"/> |
| 12/11/2014 | <a href="#">View Paycheck</a> | Work Study - Federal | 11/16/2014     | 11/29/2014   | \$329.84 | 11534           | <input checked="" type="checkbox"/> |
| 11/26/2014 | <a href="#">View Paycheck</a> | Work Study - Federal | 11/02/2014     | 11/15/2014   | \$347.00 | 10124           | <input checked="" type="checkbox"/> |
| 11/13/2014 | <a href="#">View Paycheck</a> | Work Study - Federal | 10/19/2014     | 11/01/2014   | \$347.00 | 8821            | <input checked="" type="checkbox"/> |
| 10/30/2014 | <a href="#">View Paycheck</a> | Work Study - Federal | 10/05/2014     | 10/18/2014   | \$347.00 | 8339            | <input checked="" type="checkbox"/> |

The View Paycheck page will provide you details regarding each federal work-study paycheck and a link to access the PDF version of the paystub.

## **VIEW YOUR FEDERAL WORK-STUDY W-2 FORM**

If you have worked in the federal work-study program, you will receive a W-2 Form for the calendar year with your taxable earnings. The W-2 form will be mailed to you from the college and will be available for you to access in CUNYfirst.

The following steps provide instructions on how to view your federal work-study W-2 forms in CUNYfirst Self-Service.

**STEP# 1:** Login to CUNYfirst at <https://home.cunyfirst.cuny.edu>.

**STEP# 2:** Select **HR/Campus Solutions** from the left menu.

**STEP# 3:** Navigate to **Self Service** followed by **Payroll & Compensation**.

**STEP# 4:** Click the **View Work-Study W-2 Form**.

**STEP# 5:** Click the **Year End Form** to view and download a PDF version of your W-2 Form.

**NOTE:** If you have problems accessing your Federal Work-Study W-2 Form, please visit the Financial Aid Office.

**View W-2/W-2c Forms**

Review your available W-2 and W-2c forms below. Select the year end form that you would like to review.

[View a Different Tax Year](#)

| Tax Year | W-2 Reporting Company | Tax Form ID | Issue Date | Year End Form                 | Filing Instructions                 | Final Print                         |
|----------|-----------------------|-------------|------------|-------------------------------|-------------------------------------|-------------------------------------|
| 2014     | WSF                   | W-2         | 01/30/2015 | <a href="#">Year End Form</a> | <a href="#">Filing Instructions</a> | <input checked="" type="checkbox"/> |

**Form W-2 Wage and Tax Statement 2014**

**a** Employer's name, address, and ZIP code  
BOROUGH OF MANHATTAN CC  
199 CHAMBERS STREET  
FINANCIAL AID OFFICE  
NEW YORK NY 10007

**b** Employer identification number (EIN)  
a Employee's social security number

**15** State Employer's state ID number  
NY

**16** State wages, tips, etc.

**17** State income tax

**18** Local wages, tips, etc.

**19** Local income tax

**20** Locality name

**7** Social security tips

**8** Allocated tips

**9**

**10** Dependent care benefits

**11** Nonqualified plans

**12a** See instructions for box 12

**12b**

**12c**

**12d**

**13** **14** Other

**1** Wages, tips, other compensation

**2** Federal income tax withheld

**3** Social security wages

**4** Social security tax withheld

**5** Medicare wages and tips

**6** Medicare tax withheld

Copy B-To Be Filed With Employee's FEDERAL Tax Return

This information is being furnished to the Internal Revenue Service.  
OMB No. 1545-0046

Dept. of the Treasury - IRS  
Visit the IRS website at [www.irs.gov/efile](http://www.irs.gov/efile)



## COMPLETE THE DIRECT LOAN PROCESSING FORM

If you want to request a direct loan for the award year, you must complete the Direct Loan Processing Form. Additional requirements to request a direct loan can be viewed on our website at <http://www.bmcc.cuny.edu/finaid/>.

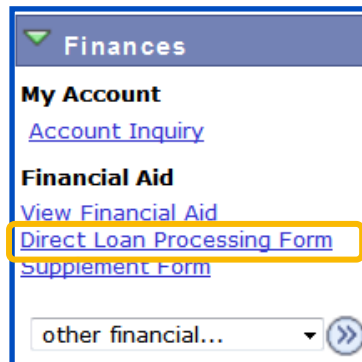
The following steps provide instructions on how to access the Direct Loan Processing Form in CUNYfirst Self-Service.

**STEP# 1:** Login to CUNYfirst at <https://home.cunyfirst.cuny.edu>.

**STEP# 2:** Select **HR/Campus Solutions** from the left menu.

**STEP# 3:** Navigate to **Self Service** followed by **Student Center**.

**STEP# 4:** In the **Finances** section, click the **Direct Loan Processing Form** link.



**STEP# 5:** On the **Select Aid Year to View** page, you may see listings for multiple aid years and multiple colleges. Click the link for the college and aid year you wish to view.

## For More Information

Learn more about the opportunities available to finance your college education by visiting BMCC's Office of Financial Aid Website at

<http://www.bmcc.cuny.edu/finaid>.



|                         |             |              |
|-------------------------|-------------|--------------|
| Office of Financial Aid | Room N-365  | 212-220-1430 |
| Financial Aid Web Lab   | Room S-115C | 212-220-1430 |
| Admissions' Office      | Room S-310  | 212-220-1265 |
| Bursar's Office         | Room S-330  | 212-220-1300 |
| Registrar's Office      | Room S-315  | 212-220-1290 |
| Scholarship Office      | Room S-365  | 212-220-8133 |