



# ST. FRANCIS COLLEGE

BROOKLYN HEIGHTS, NEW YORK

Student Financial Services

180 Remsen Street Brooklyn, NY 11201

Phone: 718-489-5255

fax 718-643-0076 Email: [sfs@sfc.edu](mailto:sfs@sfc.edu)

## 2017-2018 Tax Filing Extension Instructions

Student's Last Name

First Name

M.I.

Student's Identification (ID) Number

Student's Street Address (include apt. no.)

Student's Date of Birth

City State Zip Code

Student's Email Address

Student's Home Phone Number (include area code)

Student's Alternate or Cell Phone Number

The U.S. Dept. of Education (USDE) has selected your FAFSA for a process called "Verification". "Verification" is a quality control procedure in which a small percentage of FAFSAs are double checked against other documents and data from the IRS Website to assure that the FAFSA data is accurate. Since the data on your FAFSA is the basis for your financial aid awards, you can see why accuracy is so important. Your situation is unique in that you (and/or your parents) were unable to submit your Federal Income Tax Returns by the April 15th deadline, and therefore are/were unable complete Verification following the standard method, which means that the Student Financial Services Office cannot complete the process of awarding your financial aid. This document is intended to clarify your options and provide instructions so we can proceed.

### Instructions

SFC permits you to complete verification prior to your finalization of your tax returns if you provide the following *signed* documents:

1. Verification for Persons with Tax Filing Extensions (page 4 of this document)
2. Verification Worksheet: completed and signed.
3. A copy of your IRS Form 4868, *Application for Automatic Extension of Time to File U.S. Individual Income Tax Return*, (Note the Automatic Extension granted for the April 15th deadline expired on Oct 17, 2016. If you are submitting this form after Oct 17, 2016, you must attach a subsequent extension approval.) and
4. A copy of **ALL** of your 2015 W-2 forms, and/or
5. If self-employed, a signed statement of 2015 Adjusted Gross Income & U.S. income tax.

**What should you do now?**  
You have two options to choose from:

<b>Option 1</b>	<b>Option 2</b>
<p>If you Complete Verification <b><i>NOW BEFORE filing your 2015 Tax Return:</i></b></p>	<p>If you CAN complete Verification <b><i>AFTER filing THE 2015 TAX RETURN:</i></b></p>
<p>We will use your <b><i>Estimated</i></b> Adjusted Gross Income and US Income Taxes if you requested an Extension.</p>	<p>We will use your <b><i>Actual</i></b> Adjusted Gross Income and US Income Taxes from your completed Tax Return using the IRS Data Retrieval Tool within FAFSA or IRS Tax RETURN Transcript.</p>
<p><b>How: What do you do now?</b></p> <p>Submit the below listed forms to the SFS Office:</p> <ol style="list-style-type: none"> <li>1. Verification for Persons with Tax Filing Extensions (page 4 of this form), and</li> <li>2. Verification Worksheet: completed and signed.</li> <li>3. A copy of your IRS Form 4868, <i>Application for Automatic Extension of Time to File U.S. Individual Income Tax Return</i>, and</li> <li>4. A copy of <b><i>ALL</i></b> of your 2015 W-2 forms , and/or</li> <li>5. If self-employed, a signed statement of 2015 Adjusted Gross Income &amp; U.S. income taxes paid.</li> </ol>	<p><b>How: What do you do now?</b></p> <p>Inform us that this is your choice. We will award any non-need based Institutional Aid, because that is not dependent upon “Verification”. If there is a remaining balance, we will ask you to pay that balance until you complete your 2015 Tax Returns and can transfer that information from the IRS website into your FAFSA, so we can calculate and adjust your awards.</p> <p><b>How?: Do you complete Verification AFTER you have filed your 2015 Income Tax Returns:</b></p> <p>Do IRS Data Retrieval following the below steps:</p> <ol style="list-style-type: none"> <li>1) Wait 3 weeks after filing your 2015 Tax Return electronically*.</li> <li>2) Go on-line to <a href="http://www.FAFSA.ed.gov">www.FAFSA.ed.gov</a>.</li> <li>3) Log in to FAFSA using your FSAID. Click the hypertext link Make Corrections.</li> <li>4) Go to the Tab titled “Financial”, scroll down to the Tax Information section.</li> <li>5) Change your answer about your Tax Filing Status from “Will File” to “Already Completed.” This is important or the IRS Data Retrieval Tool will not display.</li> <li>6) Follow the instructions in the White Box about IRS Data Retrieval. Follow the link to the IRS Website, authenticate with the IRS website then select “Yes” and then “Transfer Now” to automatically import the IRS tax data into your FAFSA. Back in FAFSA, “Save” and “Submit”.</li> <li>7) HINT: If both parent and student need to do this, after completing step 6, Log out and have the other party log in with their FSAID, follow the above instructions, “Save”. Don’t “Submit” until the student information has been transferred from the IRS Website and saved.</li> </ol>

	<p>8) Then “Submit.”</p> <p>9) Inform the Student Financial Planning Office so we will know to check for your new FAFSA.</p>
<p><b>Will Result In:</b> As quickly as possible, we will process the next steps and post your awards and mail you an award letter.</p>	<p><b>Will Result In:</b> After you have filed your taxes and completed Verification (above), a new FAFSA will arrive in the SFS office. We will process the next steps and post your awards and mail you an award letter.</p>
<p><b>What is the difference?</b> Your financial aid award will be based on your estimated Tax Information. Basing your financial aid award on accurate numbers may result in a “better” financial aid award. In either case, if your aid is less than charges, we will ask you to make payment arrangements for any gap in charges.</p>	<p><b>What is the difference?</b> Until verification is complete, your financial aid award will only contain Institutional non-need aid programs (and no federal loans or grants) so it will not include federal loans and grants. Therefore it will be smaller than it might otherwise be, and you will be required to make payment arrangements for the resulting gap (without federal grants and loans) until Verification is completed.</p>
	<p><b>After Verification is Completed:</b> We will revise your financial aid awards and mail you an updated award letter.</p>
<p><b>What happens after I file my tax return?</b> Under this option, you are not required to import your Tax information into FAFSA. If you do, we are required to re-analyze your award; your award may change. We won’t know in advance whether it will increase or reduce your federal awards.</p>	

**Question:** What if I (and/or my parents) were not able to file our income tax returns by April 15th and did not submit the request to the IRS for an extension to the filing deadline?

**Answer:** You will not be able to complete either regular Verification or use this Extension Verification Process unless you are able to provide a copy of your IRS 4868 Request for Extension Form. If you do not provide the form and other documents under Option 1, it has the same effect as though you had chosen Open 2 above. The result would be that we award SFC institutional awards, but not the Federal Loans and Grants and *you would be required to pay the gap (difference between charges and the programs we could award)*, until you complete Verification and we can add your remaining (Federal) awards.

**2017-2018 Verification for Persons with Tax Filing Extensions**

**Students Name:** \_\_\_\_\_

**ID or SSN:** \_\_\_\_\_

	<b>Parent(s) of Dependent Students</b>	<b>Students: Independent or Dependent</b>
1. Estimated 2015 Adjusted Gross Income (including self employment income)	\$ _____	\$ _____
2. Estimated 2015 Federal Income Tax	\$ _____	\$ _____
3. 2015 Self-Employment Income	<input type="checkbox"/> N/A - I/We had no Self Employment Income, OR  <input type="checkbox"/> I/We hereby affirm that our estimated self-employment income is included in our estimated Adjusted Gross Income above.	<input type="checkbox"/> N/A - I/We had no Self Employment Income, OR  <input type="checkbox"/> I/We hereby affirm that our estimated self-employment income is included in our estimated Adjusted Gross Income above.
4. IRS Form 4868 – Extension Request - 2015 <b>Required Attachment (All)</b>	<input type="checkbox"/> IRS Form 4868 Application for Automatic Extension of Time to File U.S. Individual Income Tax Return (completed and signed) is attached.	<input type="checkbox"/> IRS Form 4868 Application for Automatic Extension of Time to File U.S. Individual Income Tax Return (completed and signed) is attached.
5. <b>Required Attachment</b> if had W-2 or “Wage” Income: 2014 W-2 forms.	<input type="checkbox"/> I/We hereby attach ALL of our 2015 W-2 forms, OR  <input type="checkbox"/> N/A - I/We had no W-2 (“Wage”) Income	<input type="checkbox"/> I/We hereby attach ALL of our 2015 W-2 forms, OR  <input type="checkbox"/> N/A - I/We had no W-2 (“Wage”) Income
6. Verification Worksheet	<input type="checkbox"/> Attached and completed	<input type="checkbox"/> Attached and completed

**\*\*\* Please fill out this form entirely, Do Not leave any section blank as it may result in a delay in your financial aid.\*\*\***

**Affirmation Statement**

I hereby elect to “Complete Verification” using the Adjusted Gross Income and Federal Income Tax information I have provided above prior to the completion/submission of my Federal Income Tax Return. I understand that an award (including federal aid programs) will be made using this information. I further understand that as a result, I am not required to import my Federal Income Tax information from the IRS Website into my FAFSA for this award year, however if I elect to do so, a new FAFSA will arrive in the Student Financial Services Office and my award may change as a result, and I understand that the Office cannot predict the specifics of that change.

\_\_\_\_\_  
Print Student’s Name

\_\_\_\_\_  
Student’s ID Number

\_\_\_\_\_  
Student’s Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent’s Signature

\_\_\_\_\_  
Date