

Financial Aid Missing Information

Missing Information Notice

About 30% of all FAFSA (Free Application for Federal Student Aid) filers are selected by the federal government for a process call verification. Students who are selected for verification must submit to SUNY Orange copies of the information they used to file the FAFSA. This includes documentation of filing an income tax return, certain other financial documents, and a verification worksheet used to verify household size and number in college.

In addition, some students need to provide other documentation before we can determine their eligibility for financial aid.

NEW THIS YEAR: Copies of federal income tax returns for the parent and student are not acceptable documentation of filing an income tax return. At least two weeks after filing electronically, or six weeks after filing by paper, students selected for verification must do one of the following:

1. Use the "Link to IRS tool" that is part of filing the FAFSA. Go to www.fafsa.ed.gov Login. Verify that you are in the 2012-2013 aid year.

Click on the "Make FAFSA Corrections" link.

1. Enter your PIN and create a password. Be sure to write down the password you create. It is not saved anywhere else.
2. Click on "Making corrections to a processed FAFSA"
3. Read the information and click on "Next"
4. Review the information on each page for accuracy, and then click "Next"
5. When you get to the "Student Financial Information" page, look for a text box that says:
"You may be able to use the Link to IRS tool if you filed your taxes. Change your answer to the first question on this page if you filed a 2011 tax return."
6. Click on the highlighted "LINK TO IRS". Read the information and click on "OK"
7. Complete the requested information and click "Submit"
8. Dependent students--Go to "Parent Financial Information" page and repeat steps 6-8

If your tax information is not yet available or you are not eligible to use the “Link to IRS” tool you MUST order a free tax transcript from the IRS.

2. Order a **free** Tax Return Transcript from the IRS: <http://www.irs.gov/Individuals/Order-a-Transcript>

- Fill out the required information (don’t leave blanks) and click “Continue”.
- Select “Return Transcript” from the “Type of Transcript” drop down box.
- Select “2011” from the “Tax Year” drop down box.
- Click on “Continue”-the transcript will be mailed to the address on your return.
- If you want it mailed to a different address, you must mail the request using form 4506T-EZ. <http://www.irs.gov/pub/irs-pdf/f4506tez.pdf> You can type the information into the form, print it, and then mail to the IRS. – OR- CALL 1-800-908-9946

It is VERY important to submit all requested information. Your estimated financial aid awards are not valid until all requested paperwork is received and processed by the financial aid office.

Accessing Your Missing Information Notice

Go to www.sunyorange.edu

Login into **MySUNYOrange**, using your Student ID # (starts with an “A”) and your PIN that you have created. (The first time logging in you must use your date of birth).

Select “BANNER” (on left side)

Click on “Financial Aid Tab”

Then, click on “Financial Aid Status”

Choose the correct aid year and submit

Click on “unsatisfied Student requirements”, missing information will be listed. If there is a form available for download, just click on the missing form and you can print it off. Instructions on the far right will give you a more detailed explanation of what is pending.

If you have problems, our staff is here to assist you. Call SUNY Orange, Financial Aid Office at 845-341-4190, or e-mail us at financialaid@sunyorange.edu.