



# Applying for Financial Aid

Using the **Free Application for Federal Student Aid (FAFSA)** to apply for **both HOPE and PELL**

The **FAFSA** determines eligibility for **HOPE and PELL awards**. Having a FAFSA on file is also required for **Direct Loans** and **Work-Study** as well as to apply from the NGTC Foundation scholarships and other agencies.

Submit a **FAFSA early each aid year (July – June)**, allowing time for processing and verification.

The **fastest** and **easiest** way\* to apply is online: [www.fafsa.ed.gov](http://www.fafsa.ed.gov)  
(\*See site for other options)


1. The website guides the application and includes a HELP button. (Will create a PIN # - write in a secure location)
2. Financial sections require student income information. Parental income information is also required for dependent students younger than 24.



**File taxes as soon as possible each spring, WAIT 3 to 4 weeks for processing, and then submit a new FAFSA.**

**This will allow time for the option of linking to the IRS to be available on the FAFSA website. Select YES\* when asked if you want to LINK to the IRS!**

\*Aid regulations now require tax return transcripts. NGTC cannot accept print copies of tax documents. Selecting YES will allow you to link to the IRS, automatically pull in the financial information for this section of the FAFSA, and meet this transcript requirement. Selecting NO will require you to manually enter the financial information and you still must provide tax transcripts before aid can be awarded. Transcripts may be requested online (see back) but that will extend processing/verification time.

3. Enter the code for any schools you plan to attend within the academic year: **NGTC's School Code # is 005619**
4. Select the  logo at the top of the FAFSA page to create a 4-digit, numerical PIN number you will use to sign the application. For dependent students younger than 24, a parent/guardian must also select a PIN number. Keep your PIN numbers, as they are also required to login to view results or correct a FAFSA.
5. Allow 3-4 business days for processing, then log into the FAFSA site to view your Student Aid Report. The SAR will indicate the maximum PELL Grant amount that can be awarded for the YEAR. That amount will be divided in two and half issued for fall and half for Spring/Summer. The SAR will also indicate the maximum Direct Loan for which you may apply. Loans require additional steps - see your financial aid officer.

HOPE awards are not reflected on the SAR but will appear in BannerWeb after registration. Contact a NGTC financial aid officer with any questions and login to your student account via **BannerWeb** to verify aid. **Check early!** Missing or incorrect information may require correction. If selected for verification, you may be asked for documentation.



# IRS Transcript Requirements

Federal financial aid awards require an IRS tax return **transcript**, not the actual tax form.

The **recommended** procedure is to link to the IRS when completing a FAFSA (See reverse).

If you did not link to the IRS when submitting your FAFSA, you can still meet the federal IRS transcript requirements using one of the methods below:

## A. Use the IRS Data Retrieval Tool to Correct Your FAFSA *(Recommended Method)*

1. **Login** on [www.fafsa.gov](http://www.fafsa.gov)
2. Enter requested student information and PIN number.
3. Select **Make Correction to FAFSA**.
4. Select **Financial Information** tab.
5. Select the appropriate filing status. *(If you select **Will File** or **Not Filing**, you will not be eligible to use the IRS Retrieval Tool)*
6. Enter PIN and select **Link to IRS**.
7. The next screen will inform you that you are leaving **FAFSA on the Web**. Select **OK** to continue.
8. The [www.irs.gov](http://www.irs.gov) screen appears. Enter the requested information and select **Submit**.
9. Once the IRS has validated your identification, your federal income tax information will appear on the screen.
10. Select the box under **Transfer My Tax Information into the FAFSA** and then select **Transfer Now**.
11. Follow instructions to return to **FAFSA on the Web** to complete FAFSA.
12. **Remember to electronically sign and submit the FAFSA again!**

*Some circumstances prevent use of the IRS Retrieval Tool.*

*Applicants may also request IRS Tax Return Transcripts using the following methods.*

## B. Request Tax Return Transcripts from the IRS

**Tax transcripts are free and can be requested from the IRS by phone or online.**

IRS Tax Return Transcripts requested by phone or online **cannot** be sent directly to NGTC by the IRS. When using these options, the applicant obtains printed Tax Return Transcripts and **must provide a copy to an NGTC financial aid officer.**

1. **Telephone Request:**
  - a. Call the IRS at 1-800-908-9946.
  - b. Tax filers must follow prompts to enter information.
  - c. Select **Option 2** to request an **IRS Tax Return Transcript** and then enter the appropriate tax year.
  - d. Once validated, tax filers can expect to receive a printed IRS Tax Return Transcript within 5 to 10 days.
2. **Online Request:**
  - a. Go to [www.irs.gov](http://www.irs.gov) and select **Get Transcript for my Tax Records**
  - b. Select **Get Transcript Online** option
  - c. Enter the required information to receive a confirmation code by email
  - d. Enter required information and emailed confirmation code
  - e. Enter required personal information
  - f. Verify Identity
  - g. Choose **Higher Education/ Student Aid** and select the **Return Transcript** for the appropriate year.
  - h. Print PDF document and return to your financial aid officer. (email, mail, or in person)

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