KINGSBOROUGH

COMMUNITY COLLEGE

★ DREAMS BEGIN HERE ★

Office of Financial Aid

A 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 OR DECLINE YOUR FEDERAL WORK-STUDY AWARD

VIEW YOUR PENDING FINANCIAL AID & YOUR FINANCIAL AID REFUNDS

ADD YOUR BANK ACCOUNT AND ENROLL IN DIRECT DEPOSIT

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

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

COMPLETE THE DIRECT LOAN PROCESSING 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 if you any outstanding requirements to complete your application. These items must be finalized before you 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 menu on the left.

STEP# 3: Navigate to **Self Service** followed by **Student Center.** In the **To Do List** section on the right, you will see the list of outstanding items. If displayed, click the **more** link to see the additional requirements.

To Do List

2013 Parent(s) Fed Tax Trns
2013 Std Fed Tax Trns
2014 V1 Dep Verification Wrk
CUNY Supplement Form
Sign Up Now for CUNY A!ert

more ▶

STEP# 4: Review the current outstanding items. The items which have an *Administrative Function* listed as **Financial Aid** will need to be resolved in order to complete you financial aid application. If you added multiple CUNY Colleges on your FAFSA, you will need to sort and filter by institution to make sure you are viewing items related to the college you attend or plan to attend.

NOTE: If you will be attending KBCC, you are only required to resolve the items listed for KBCC. It is not necessary to resolve items listed for other CUNY Colleges in order to finalize your financial aid or conducting other business at KBCC.

To Do List

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	Kingsborough CC ▼
Function	▼	go

Item List To Do Item	Due Date	Status	Institution	Administrative Function
Sign Up Now for CUNY Alert	03/31/2015	Initiated	Kingsborough CC	General
Complete the Supplement Form	05/13/2015	Initiated	Kingsborough CC	Financial Aid
2015 Stdnt IRS Tax Transcript	06/23/2016	Initiated	Kingsborough CC	Financial Aid
2016 V1 Indep Verification Wrk	06/23/2016	Initiated	Kingsborough CC	Financial Aid
File your TAP Application	07/01/2016	Initiated	Kingsborough CC	Financial Aid

Cancel

By clicking on each **To Do Item**, you can view the details concerning the items, including instructions on how to resolve them, as well as the contact information for the Office of Financial Aid.

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
Sign Up Now for CUNY Alert	03/31/2015	Initiated	Kingsborough CC	General
Complete the Supplement Form	05/13/2015	Initiated	Kingsborough CC	Financial Aid
2015 Stdnt IRS Tax Transcript	06/23/2016	Initiated	Kingsborough CC	Financial Aid
2016 V1 Indep Verification Wrk	06/23/2016	Initiated	Kingsborough CC	Financial Aid
File your TAP Application	07/01/2016	Initiated	Kingsborough CC	Financial Aid

The instructions on the **To Do Item Detail** may ask you to download and submit one or more forms to the Office of Financial Aid. To access the required forms, you will need to copy and paste the web address into your web browser. Click on **Return** to go back to your Item List.

To Do List

To Do Item Detail

2016 V1 Indep Verification Wrk

Aid Year:	2017
Academic Institution:	Kingsborough CC
Administrative Function:	Financial Aid
Due Date:	06/23/2016
Contact:	Kingsborough Community College
Department:	Financial Aid Office - U-201
Phone:	718/368-4644

finaid@kbcc.cuny.edu

Financial Aid Office - U-201

Description

Your FAFSA was selected by the U.S. Department of Education for review in a process called VERIFICATION. You must complete, sign, and submit a "2016-2017 Standard Verification V1 Independent Worksheet" to the Financial Aid Office at your college. The form is available on the CUNY website at: http://www.cuny.edu/admissions/financial-aid/FinancialAidForms/commonforms/20162017INDV1.pdf

Return

# COMPLETE THE SUPPLE-MENT FORM

One of your **To Do** items will be to complete the **Supplement Form**. The **Supplement Form** is 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 menu on the left.

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

STEP# 4: In the **Finances** section on the left, click the **Supplement Form** link.
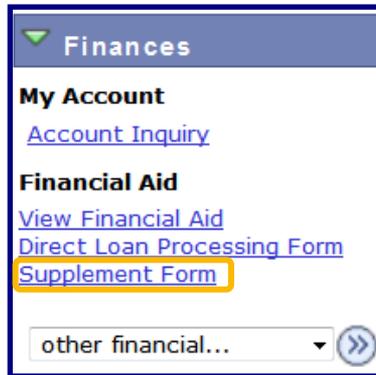
STEP# 5: Enter **KCC01** for your Institution and **2017** for the Aid Year, then click **OK,** and provide the requested information on the

next screens to complete the Form.

VIEW YOUR FINANCIAL AID AWARDS

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

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

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

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

STEP# 4: Under 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.
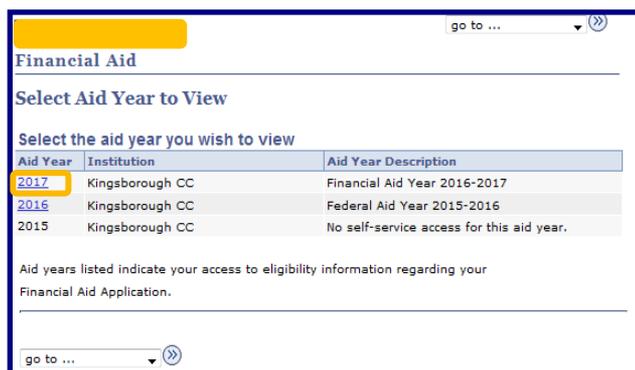
STEP# 6: On the **Award Summary** page, you will be able to view your awards for the entire academic year, as well as for individual terms. You can access additional information through several hyper-links which are explained on the next few pages.

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

STEP# 8: Click on the hyperlinked **Budget Amount** to see your **Estimated Financial Aid Budget Breakdown** by Term.

	go to … ▼ ⟩⟩

Financial Aid

Full-Yr Financial Aid Summary

Financial Aid Year 2016-2017

The information below is a calculation of your estimated need.

Estimated Financial Aid Budget	14,870.00
Expected Family Contribution	0.00 -
Estimated Need	14,870.00
Total Aid	8,215.00

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.

Return

go to … ▼ ⟩⟩

2016 Fall Term

Category Description	Amount
Books and Supplies	600.00
Activity Fees	61.00
Consolidated Fees	15.00
Technology Fee	125.00
Housing	2,372.00
Lunch	675.00
Loan Fees	29.00
Personal Expenses	1,000.00
Supplies Only	158.00
Tuition	2,400.00
Term Total	**7,435.00**
Total Cost of Attendance	**14,870.00**

Currency used is US Dollar.

The items listed above are based on costs associated with your academic program. These costs are estimates only and are subject to change based on changes to academic standing, as well as other factors impacting tuition and fees.

Return

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

Terms				
2017 Spring Term			View Scheduled Disbursement Dates	
Award Description	**Category**		**Offered**	**Accepted**
Federal PELL Grant Spring	Grant		2,907.50	2,907.50
Estimated Tap Spring	Grant		2,400.00	2,400.00
Term Totals			**5,307.50**	**5,307.50**
2016 Fall Term			View Scheduled Disbursement Dates	
Award Description	**Category**		**Offered**	**Accepted**
Federal PELL Grant Fall	Grant		2,907.50	2,907.50
Initial TAP-Fall	Grant		2,400.00	2,400.00
Term Totals			**5,307.50**	**5,307.50**

The **Scheduled Disbursements** page displays the projected dates your financial aid awards should be disbursed to 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 page 13 in this booklet].

Financial Aid

Scheduled Disbursements

Financial Aid Year 2016-2017

2016 Fall 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 Fall	Grant	1,453.75	0.00	1,453.75	08/29/2016
	Grant	1,453.75	0.00	1,453.75	10/10/2016
Initial TAP-Fall	Grant	2,400.00	0.00	2,400.00	08/30/2016
Term Totals		**5,307.50**	**0.00**	**5,307.50**	

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.

Account Inquiry

Return to Award Summary

go to ... ▼ ⟫

ACCEPT OR DECLINE YOUR FEDERAL WORK-STUDY AWARDS

For certain types of financial aid such as Federal Work-Study, you will be required to either accept or decline the award.

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

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

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

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

STEP# 6: Review your entire awards package. Most of your awards such as PELL, TAP & SEOG will be pre-accepted and require no further action by you. If you are awarded Federal Work-Study however, you **MUST** accept your award(s) by placing a checkmark in the **Accept** checkbox next to Work-Study award. After checking **Accept** or **Decline**, do not forget to click on the **SUBMIT** button.

<u>NOTE</u>: If you fail to promptly accept 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 Office of Financial Aid at your college.

Last Updated: 06/22/2016 12:44:18PM Status: Revised Package						
Award	Category	Career	Offered	Accepted	Accept	Decline
Federal PELL Grant Fall	Grant	Undergraduate Kingsborough CC	2,887.50	2,887.50	☑	☐
Federal Work Study Fall	Work/Study	Undergraduate Kingsborough CC	1,000.00	1,000.00	☑	☐
Federal Work Study Spring	Work/Study	Undergraduate Kingsborough CC	1,800.00	1,800.00	☑	☐
Federal PELL Grant Spring	Grant	Undergraduate Kingsborough CC	2,887.50	2,887.50	☑	☐
Total			8,575.00	8,575.00		
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 2015-2016

Award:	Federal Work Study Fall	Category:	Work/Study

Disbursement Date	Description	Award Amount
08/31/2015	2015 Fall Term	1,000.00

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

Return to Award Package

VIEW YOUR PENDING AID

The following steps provide instructions for you 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 has not actually been paid out.

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

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

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

STEP# 4: Under the **Finances** section, click the **Account Inquiry** link, then click on the **Summary Tab** to see the details of the **Account Summary**.

STEP# 5: Under the **Account Inquiry** tab, you will be able to view your pending financial aid by clicking on 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.

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 changes to enrollment which affect your financial aid eligibility, your recalculated financial aid awards will 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 either be electronically deposited to your personal bank account if you have set up **Direct Deposit** or sent to your home address in the form of a paper check if you have not set up Direct Deposit.

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 be eligible to receive a 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.

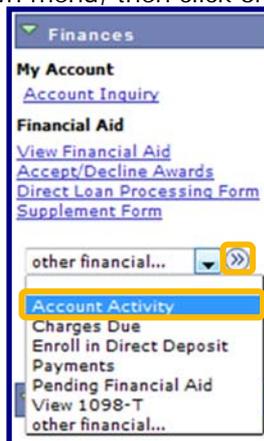View your account activity information by doing the following:
STEP# 1: Login to CUNYfirst at:
https://home.cunyfirst.cuny.edu

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

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

STEP# 4: Under the **Finances** section, select the **Account Activity** link from the drop down menu, then click on the double arrows (**»**).

The **Account Activity** page will display the activity occurring in your account for the academic year. To view per semester, select the semester from the dropdown list then click **go**.

Account Activity					
View by					
From 09/16/2014 🗓 To 03/16/2015 🗓			2015 Spring Term ▾ go		

Transactions				Find | View All | 🔳	First ◀ 1-10 of 16 ▶
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 two Scholarships, TAP, SEOG, and the first-half of the Pell grant were disbursed to the student's account on January 20th. Refunds were processed the next day on January 21st. These refunds were issued to the student on January 23rd. Additionally, a second Pell disbursement was made on March 2nd, another refund was issued on March 3rd, and this refund was issued on March 6th.

REMEMBER

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

Refund - the return of funds to you that exceed 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 you 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 will assist you 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 menu on the left.

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

STEP# 4: Click on **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's Details**. After entering the required account information, click the **Next** button.

Account Inquiry	Electronic Payments/Purchases	Account Services
direct deposit	1098t tax form	bank accounts

My Accounts

(i)   You have not created an account profile. Click the Add Account button to add new account details.

ADD ACCOUNT

NOTE: Enter the routing number as well as your account number exactly as it appears on your check.

Manage My Accounts

Add Account Details

Enrolling in Direct Deposit is a fast, convenient and easy way to receive your Financial Aid, including Work Study, and Tuition and Fee refunds. Enter your account details below and click next to proceed. Visit CUNY's refund page to learn more about all of your refund options **CUNY Refund Options site.**

Bank Details

Nickname	Test Account	
Account Type	Checking	View Sample Check
Routing Number	021000021	JPMORGAN CHASE BANK
Account Number	123456789	
Confirm Account Number	123456789	
Account Holder	Test T. Account	

Help

CANCEL   NEXT

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

Account Inquiry	Electronic Payments/Purchases	Account Services
direct deposit	1098t tax form	bank accounts

Manage My Accounts

Result

✔ **ALERT: YOU HAVE NOT COMPLETED ENROLLMENT OF THIS BANK ACCOUNT FOR DIRECT DEPOSIT.**

You have successfully added the account Test Account. In order to complete your direct deposit enrollment for this bank, click the Enroll in Direct Deposit button below.

Bank Details

Nickname	Test Account	
Account Type	Checking	
Bank Code	021000021	JPMORGAN CHASE BANK
Account Number	XXXXX6789	
Account Holder	Test T. Account	

ENROLL IN DIRECT DEPOSIT   MANAGE MY BANK ACCOUNTS

STEP# 7: On the **My Direct Deposits** panel, click **Enroll In Direct Deposit,** followed by **Proceed To Enroll In Direct Deposit.**

Account Inquiry	Electronic Payments/Purchases	Account Services
direct deposit	1098t tax form	bank accounts

My Direct Deposits

ⓘ   **You are currently not enrolled in Direct Deposit.**

ENROLL IN DIRECT DEPOSIT

Account Inquiry	Electronic Payments/Purchases	Account Services
direct deposit	1098t tax form	bank accounts

My Direct Deposits

Account Summary

You have the following financial institution accounts set up. If you intend to use another financial institution account not listed below, click on Add another Account. Otherwise, click on Proceed to Modify Direct Deposit.

Account Summary as of 07/11/2016		
Account Nickname	Account Type	Account Number
Test Account-6789	Checking	XXXXX6789

ADD ANOTHER ACCOUNT   PROCEED TO ENROLL IN DIRECT DEPOSIT

STEP# 8: On the **Enroll in Direct Deposit** panel, choose the Bank Account you wish to enroll in **Direct Deposit** from the drop down menu then click **Next**.

STEP# 9: 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.

You have now completed the process to Enroll in Direct Deposit!

ENROLL IN A TUITION PAY-MENT 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 or debit card or with an electronic check (eCheck).

The *Enrollment Fee* to sign up using a Debit/Credit Card is $95 per term, while the enrollment fee to sign up using an eCheck is $40 per term. *The Enrollment Fee is Non-Refundable.*

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 menu on the left.

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.

| Finances		
My Account		
Account Inquiry	*Institution Kingsborough Community C ▾	
Financial Aid	**Account Summary**	
View Financial Aid	**You owe 2,618.60.**	
Accept/Decline Awards	▪ Due Now 2,618.60	
Direct Loan Processing Form	▪ Future Due 0.00	
Supplement Form	** You have a past due balance of 18.00. **	
other financial... ▾ ⟫	Currency used is US Dollar.	
	Enroll/Manage Payment Plan make a payment ▶	

The link will take you to the Nelnet Tuition Pay, Plan enrollment website as shown on the following page. You need to complete the enrollment process and choose your payment method (credit/debit or eCheck).

STEP# 5: Select **Payment Plan** from the menu on the left.
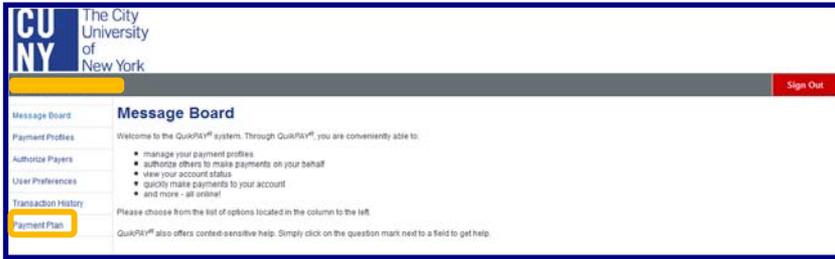
STEP# 6: On the **Payment Plans** page choose either the Credit/Debit Card or ECheck option from the **Available Payment Plans** then click on **Sign Up for New payment Plan**, and follow the instructions on the next screens to complete the enrollment process.
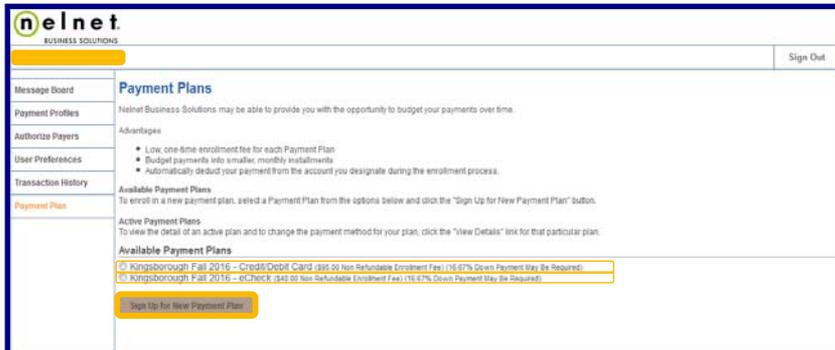
VIEW YOUR 1098-T FORM

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 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**.

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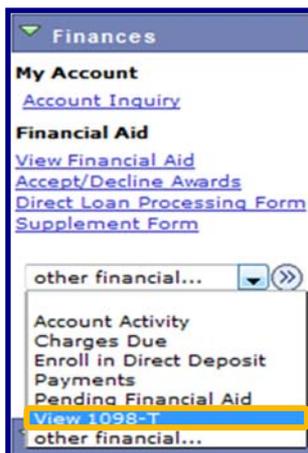
STEP# 1: Login to CUNYfirst at: **https://home.cunyfirst.cuny.edu**.

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

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

STEP# 4: Under the **Finances** section, select **View 1098-T** from the dropdown menu then click on the double arrows (**»**).

STEP# 5: Select the Tax Year link to open the related Form 1098-T. You can download the Form 1098-T in PDF. If you have a pop-up blocker make sure you turn it off to allow the form to appear in a new tab on your 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 via 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 timesheet deadlines on the KBCC Financial Aid website at: **http://www.kbcc.cuny.edu/sub-financial_aid/Documents/2016-2017/Work%20Study%20Time%20Sheet%20Schedule%202016-2017.pdf**. 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 menu on the left.

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

STEP# 4: Click the **View Paycheck** link.

View Paycheck

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

Select Paycheck

Find | View All | 🔲 | 🔳   First ◀ 1-8 of 11 ▶ Last

Check Date	View Paycheck	Company	Pay Begin Date	Pay End Date	Net Pay	Paycheck Number	PDF File
03/05/2015	View Paycheck	Work Study - Federal	02/08/2015	02/21/2015	$656.06	16700	✓
01/22/2015	View Paycheck	Work Study - Federal	12/28/2014	01/10/2015	$347.00	14831	✓
01/08/2015	View Paycheck	Work Study - Federal	12/14/2014	12/27/2014	$347.00	14143	✓
12/23/2014	View Paycheck	Work Study - Federal	11/30/2014	12/13/2014	$347.00	12909	✓
12/11/2014	View Paycheck	Work Study - Federal	11/16/2014	11/29/2014	$329.84	11534	✓
11/26/2014	View Paycheck	Work Study - Federal	11/02/2014	11/15/2014	$347.00	10124	✓
11/13/2014	View Paycheck	Work Study - Federal	10/19/2014	11/01/2014	$347.00	8821	✓
10/30/2014	View Paycheck	Work Study - Federal	10/05/2014	10/18/2014	$347.00	8339	✓

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 at the end of 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 menu on the left.

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

STEP# 4: Click the **View Work-Study W-2/W-2c Forms**.

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

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

Select Year End Form   1 of 1

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	Year End Form	Filing Instructions	✓

Form **W-2 Wage and Tax Statement** 2014	7 Social security tips	1 Wages, tips, other compensation	2 Federal income tax withheld
c Employer's name, address, and ZIP code BOROUGH OF MANHATTAN CC 199 CHAMBERS STREET FINANCIAL AID OFFICE NEW YORK NY 10007	8 Allocated tips	3 Social security wages	4 Social security tax withheld
	9	5 Medicare wages and tips	6 Medicare tax withheld
	10 Dependent care benefits	11 Nonqualified plans	12a See instructions for box 12
e Employee's name, address, and ZIP code	13 Statutory employee / Retirement plan / Third-party sick pay	14 Other	12b
	b Employer identification number (EIN)		12c
	a Employee's social security number		12d
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
Copy B-To Be Filed With Employee's FEDERAL Tax Return	This information is being furnished to the Internal Revenue Service. OMB No. 1545-0008		Dept. of the Treasury - IRS Visit the IRS website at www.irs.gov/efile.

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

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.kbcc.cuny.edu/sub-financial_aid/Pages/downloadableforms_new.aspx**.

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 menu on the left

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

STEP# 4: Under the **Finances** section, click the **Direct Loan Processing Form** link.
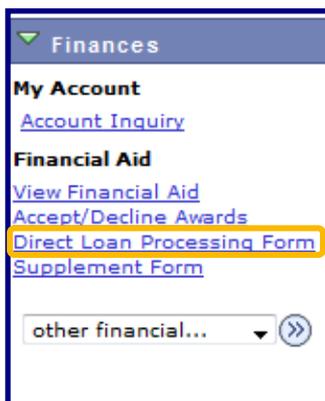
STEP# 5: Enter **KCCO1** for your Institution and **2017** for the Aid Year, then click **OK.**

STEP# 5: Indicate the loan type by placing checkmarks in the checkbox next to **Direct Subsidized Loan** or **Direct Unsubsidized Loan** then type in the amount you wish to borrow for **Loan Amount Requested $**. You must also indicate how many credits you anticipate you will be registered for in each of the boxes next to **Anticipated Credits For Semester(s)**. *For the* **Loan Period** you must answer the questions by indicating either **Yes** or **No** for questions 1 through 3. Place a checkmark on the checkbox under the **Applicant Certification**, then click **Save**.

You have now completed your **Direct Loan Processing Form**!

For More Information

Learn more about the opportunities available to finance your college education by visiting KBCC's Office of Financial Aid Website at: **www.kingsborough.edu/sub-financial_aid/Pages/default.aspx**

Do you have a question about your financial aid application or award status? E-mail us at: **finaid@kbcc.cuny.edu** and we will respond promptly to your inquiry (usually within 2-3 business days).

Important College Contacts at your Fingertips

Office of Financial Aid	*Room U-201*	*(718) 368-4644*
Financial Aid Lab	*Room V-201*	*(718) 368-4978*
Admission's Office	*Room V-102*	*(718) 368-5676*
Student Help Desk	*Rooms L-106/*	*(718) 368-6679*
Cyber Lounge	*Room M-200*	*(718) 368-6679*
Bursar's Office	*Room A-205*	*(718) 368-5416*
Registrar's Office	*Room A-101*	*(718) 368-5136*
One-Stop Center	*Room V-100*	*(718) 368-6700*
Access-Ability Services	*Room D-205*	*(718) 368-5175*
Health Services	*Room A-108*	*(718) 368-5684*
TRIO	*Room D-102*	*(718) 368-5601*
ASAP Office	*Room M-211C*	*(718) 368-5973*
Freshmen Year Counselors	*Room F-123*	*(718) 368-4806*
Student Advisement	*Room M-101*	*(718) 368-5744*
Library	*Room L-200*	*(718) 368-5637*
Tutorial Services	*Room L-605*	*(718) 368-5118*
Honors Program	*Room 3-377*	*(718)368-5365*
Student Life	*Room C-123*	*(718) 368-5597*
Career Development	*Room C-102*	*(718) 368-5115*
Resources Center Counseling	*Room D-102*	*(718) 368-5601*
Public Safety	*Room L-202*	*(718) 368-4800*