

## FAFSA Step-by-Step

### STEP 1: Create an FSA ID

Go to <https://fsaid.ed.gov/> and create an FSA ID

- student must have one and one parent must have their OWN FSA ID. The parent FSA ID has to be created with a *different* email address from the student's email address.

#### Student FSA ID

Email address \_\_\_\_\_

FSA ID \_\_\_\_\_

Password \_\_\_\_\_

Security questions/answers:

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

#### Parent FSA ID

Email address \_\_\_\_\_

FSA ID \_\_\_\_\_

Password \_\_\_\_\_

Security questions/answers:

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

- At the end, it will send a “secure code” to your email address. You will have to go to your email, get the code and enter it into the FSA website. This is the last step in creating your FSA ID.

### STEP 2: Fill out the FAFSA

Go to [www.fafsa.ed.gov](http://www.fafsa.ed.gov)

Click “Start a new FAFSA”

- Two options:
  - **2019-2020 FAFSA** for students starting college **SUMMER 2020**
    - students starting in summer must do **BOTH** the 2019-2020 and 2020-2021 FAFSA
  - **2020-2021 FAFSA** for students going to college in Fall/August 2020

Save key: \_\_\_\_\_

#### STUDENT DEMOGRAPHIC INFORMATION

- If you select male, you MUST select “yes” to register with the selective service
- What will your grade level be when you begin the 2019-2020 school year?
  - ANSWER: Never attended college/1<sup>st</sup>. Yr.

## SCHOOL SELECTION

- Choose up to 10 schools. You will be able to add schools/change your selections at a later date if you need to by logging back in and choosing “add a school”

## DEPENDENCY STATUS

Determines whether or not the student will need to report parent information

- If the student is DEPENDENT = WILL have to report parent information
- If the student is INDEPENDENT = will NOT have to report parent information

### **Which parent(s) tax information should be reported:**

<b>Parents' marital status:</b>	<b>Provide information for:</b>
Never Married	The parent that you lived with most during the last 12 months. If you did not live with one parent more than the other, provide information about the parent who provided more financial support during the last 12 months, or during the most recent year that you actually received support from a parent.
Unmarried and both parents living together	Both of your parents
Married	Both of your parents
Remarried (after being widowed or divorced)	Parent and stepparent
Divorced or Separated	The parent that you lived with most during the last 12 months. If you did not live with one parent more than the other, provide information about the parent who provided more financial support during the last 12 months, or during the most recent year that you actually received support from a parent.
Widowed	Your parent

## PARENT FINANCIAL INFORMATION

*Linking to the IRS Data Retrieval Tool:*

- Use the **PARENT FSA ID** to link to their taxes
- Make sure “filing status” and the address match up EXACTLY as they were reported on the taxes in order for it to transfer successfully
  - If you cannot link to the IRS Data Retrieval tool, use **2018 tax return** (form 1040, 1040A, or 1040EZ) to complete this section

## STUDENT FINANCIAL INFORMATION

- If student did not file taxes in 2017, answer “not going to file” from the drop-down menu
- For any question, if the answer is “0,” answer “0”

## Sign & Submit!

- You will receive an email when it has processed successfully. Look at your **Student Aid Report (SAR)** to see what federal aid you are eligible for!
- Contact FAFSA at **800-433-3243** if you **DO NOT** receive email with SAR Report!

# AM I INDEPENDENT OR DEPENDENT FOR FAFSA?

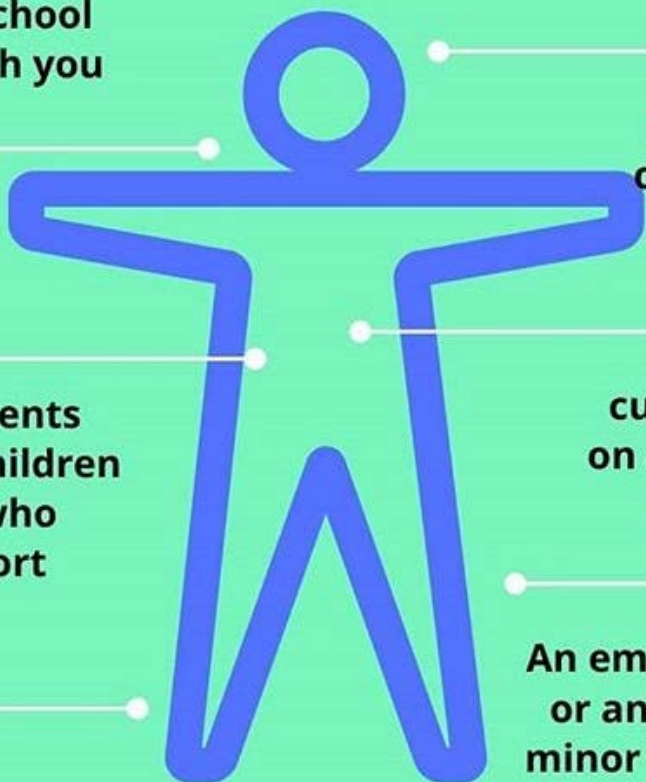


[StudentAid.gov/dependency](https://studentaid.gov/dependency)

# INDEPENDENT

**24 or older by Dec 31st of the school year for which you are applying**

**Have children who receive more than half of their support from you**



**Have dependents other than children or a spouse who receive support from you**

**Veteran or currently serving on active duty for the U.S. armed forces**

**Married or separated, but not divorced**

**An emancipated minor or an unaccompanied minor who is homeless or at risk of becoming homeless.**

If you match any of these, you may be an independent, and would not need to fill out your parents information on your FAFSA.



## DEPENDENT



**Do not have children or other dependents who receive more than half of their support from you**

**Not a veteran nor currently serving in the armed forces**

**You may still be a dependent even if your parents do not claim you on their taxes, you pay your own bills or you pay your college tuition.**

**Parents are not deceased and you are not an emancipated minor**

If any of these match your situation, you may be a dependent and would need to fill out your parents information on your FAFSA.

# FAFSA PARENTS

**If your parents are married or live together, fill out information for both.**



**If you lived with one parent more than the other, over the last 12 months, fill out information for the parent you lived with more.**

**Report information on the parent who has provided more financial support to you over the last 12 months.**



**Your grandparents, widowed stepparents, foster parents, legal guardians, older brothers and sisters, or uncles and aunts are not your parents on the FAFSA unless they have legally adopted you.**



**TO MAKE FILLING OUT YOUR FINANCIAL INFORMATION FOR FAFSA EASIER, USE THE IRS DATA RETRIEVAL TOOL.**

**IN THE FINANCES SECTION OF THE ONLINE FORM, YOU WILL SEE A “LINK TO IRS” BUTTON IF YOU ARE ELIGIBLE TO USE THE IRS DRT.**

**CLICK THE “LINK TO IRS” BUTTON AND LOG IN WITH YOUR FSA ID TO BE TRANSFERRED TO THE IRS TO RETRIEVE YOUR INFO.**

**ONCE AT THE IRS SITE, ENTER YOUR INFORMATION EXACTLY AS IT APPEARS ON YOUR FEDERAL INCOME TAX RETURN AND CLICK THE “SUBMIT” BUTTON.**



**CHECK THE “TRANSFER MY TAX INFORMATION INTO THE FAFSA FORM” BOX, AND CLICK THE “TRANSFER NOW” BUTTON.**

## **DOCUMENTS NEEDED FOR FAFSA**

**FEDERAL INCOME TAX RETURNS  
INCLUDING W-2 FORMS**

**SOCIAL SECURITY NUMBER OR ALIEN  
REGISTRATION NUMBER**

**DRIVERS LICENSE (IF YOU HAVE ONE)**

**RECORDS OF CASH, SAVING, AND CHECKING  
ACCOUNT BALANCES AND INVESTMENTS**

**FSA ID (CREATE BEFORE YOU BEGIN  
COMPLETING YOUR FAFSA)**

**RECORDS OF UNTAXED INCOME (E.G.  
VETERANS BENEFITS)**