FAFSA CHEAT SHEET

STEP 1: Create your FSA ID

What is an FSA ID?

An FSA ID is a username and password that you must use to log in to certain U.S. Department of Education (ED) websites such as the *Free Application for Federal Student Aid* (FAFSA®) form and to electronically sign their FAFSA application.

<u>Please note</u>:

- You and 1 parent will need their OWN individual FSA ID to sign.

- If the parent has no social BUT the student does, then only the student will complete the FSA application

- If the student does not have a social, they cannot complete the application
- If the parent has more than one child attending college, they will use the same FSA ID to sign all applications, but each child must have their own FSA ID.

Follow the steps below to create your FSA ID, use this form to keep track of your FSA ID. You will use the same log in information every year of college.

You can also watch this video for step-by-step help: Create an FSA ID

1. Go to studentaid.gov and select "Create Account"
2. Scroll down to "Get Started"
3. Create a unique username
4. Create a unique password
5. Provide your name, address, and cell number
6. Select "Continue"
7. Enter your email (email cannot be the same for student & parent)
8. Select your challenge questions and answers
9. Review and confirm information
10. Review and agree to the terms
11. Complete the 2-step verification process, both email and phone number need to be fully verified for application to be completed
12. Copy and save your Backup Code
13. Repeat steps for parent

Use this form to keep track of your FSA ID Log-in

Student FSA ID

	Security question answers:
Email address:	1.
FSA ID:	2.
Password:	3.
	4.
Backup Code:	

Parent FSA ID

	Security questions/answers:
Email address:	1.
FSA ID:	2.
Password:	3.
	4.
Backup Code:	

What if a student forgets their ID?

1. Click Manage My FSA ID
   a. Click forget username or password
   b. They must use the email address they previously registered with

FSA ID FAQ: https://fsaid.ed.gov/npas/pub/faq.htm

STEP 2: Complete your FAFSA Application
Go to www.fafsa.ed.gov

Click "Start a new FAFSA"

- Two options:
  - o **2022-2023 FAFSA** for students starting college **<mark>SUMMER 2023</mark>**

    - students starting in summer must do **_BOTH_** the 2022-2023 and 2023-2024 FAFSA

  - o **2023-2024 FAFSA** for students going to college in Fall/August 2023

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 2023-2024 school year?
  - – *<mark>ANSWER: Never attended college/1st. Yr.</mark>*

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:

Parents' marital status:	Provide information for:
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

  - o If you cannot link to the IRS Data Retrieval tool you will use your tax return:
    - ▪ **2023–24** FAFSA form will ask for **2021 tax information** (form 1040, 1040A, or 1040EZ)
    - ▪ **2022–23** FAFSA form asks for **2020 tax information** (form 1040, 1040A, or 1040EZ)

STUDENT FINANCIAL INFORMATION

- If student did not file taxes in 2021, 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!

Additional FAFSA help

- https://studentaid.gov/apply-for-aid/fafsa/filling-out/help

Helpful Videos

- FAFSA Walkthrough video
- Create an FSA ID
- Troubleshooting FSA ID
- FAFSA live