

To finish your FAFSA, you need to bring the following items:

- List of colleges and/or universities you are interested in attending (up to 10)
- Your Social Security number (if you have one)
- Your parent's Social Security number (if they have one)
- Your alien registration number (green card number) (if you have one)
- Your FSA ID (see steps to create one) and/or 2016 Federal tax return
- Your parent's FSA ID (see steps to create one below) AND 2016 Federal tax return
- Records of untaxed income (i.e. child support received)
- Information on cash; savings and checking account balances; and investments

CREATING AN FSA ID!

You AND your parents will need one.

1) Go to www.fafsa.gov and click on FSA ID on the top of the screen



The screenshot shows the FAFSA website homepage. At the top, there is a navigation bar with icons for Home, About Us, FSA ID (highlighted with a blue arrow), and Help. Below the navigation bar is a large blue banner with the text "Get help applying for college" and "Submit a Free Application for Federal Student Aid (FAFSA)". Below the banner are two main sections: "New to the FAFSA?" with a "Start A New FAFSA" button, and "Returning User?" with a "Login" button. At the bottom, there are sections for "College Scorecard" and "Announcements".

An FSA ID is used to confirm your identity. It will require you to put in your social security and personal information. You AND your parent (only one parent even if they are married) will need one!

Creating an FSA ID will allow you and your parents to electronically sign and submit your FAFSA. It will also allow you to use the IRS Tax Retrieval tool, which will eliminate the possibility of having to submit additional paperwork for the verification process!

2) Create a username and password. You will also need to include your social security number, address, and email address. Be sure to use a working email address!

Create a New FSA ID

An FSA ID gives you access to Federal Student Aid's online systems and can serve as your legal signature.

Only create an FSA ID using your own personal information and for your own exclusive use. You are not authorized to create an FSA ID on behalf of someone else, including a family member. Misrepresentation of your identity to the federal government could result in criminal or civil penalties.

To create your own personal FSA ID, enter answers for the questions below and select CONTINUE.

Important: When you are done click the CANCEL button to clear your data, even if you did not finish creating your FSA ID. Just closing your browser window or going to another website may not be enough to prevent other people using this computer from seeing your information until the session expires.

Log in to StudentAid.gov | **Create An FSA ID** | Edit My FSA ID

E-mail

Confirm E-mail

Username

Password

Confirm Password

Are you 13 years of age or older?
 I am 13 years of age or older.
 I am 12 years of age or younger.

CONTINUE

You will create your own username and password. I highly recommend using:

Username: initial of first name + last name + 4 digit birth year (i.e. Ispradlin1999)

Password: HHS + student ID (HHS77777!)

3) Once you enter in your information, you will need to check your email to get your secured code to complete the process. Remember to do this for yourself and your parent.

You will receive your secure code in your email. Make sure you use a working email when completing your FAFSA!

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Verify Your E-mail

An e-mail containing a secure code was sent to your e-mail address on file. Important: If you're accessing your e-mail via the Web, make sure to open a separate browser tab or window. If you did not receive an e-mail, you can [request a new secure code](#).

Enter the Secure Code

Enter the secure code below and select CONTINUE to verify your e-mail address. After you verify your e-mail address, you can use it as your username when logging in.

Note: It may take a few minutes for the e-mail to arrive. Check your junk folder if you cannot find the message in your inbox. Some e-mail providers require that you add an e-mail address to your address book before you can receive any e-mail from that address. To ensure that our messages can be delivered to your inbox, enter our originating e-mail address, FSA-ID@ed.gov into your address book.

Identity | Profile | **Review & Confirm** | Done

Secure Code *

CANCEL | **CONTINUE WITHOUT VERIFYING** | **CONTINUE**

Time for FAFSA!

Why are we doing this?

- To help you find options for paying for college.
- Everyone should submit FAFSA whether they believe they qualify or not.
- You might be surprised... there are all sorts of aid connected to FAFSA completion:
 - Grants (federal, state, institutional) – FREE MONEY
 - Work Study – FREE MONEY earned by working on campus
 - Federal Loans (everyone qualifies for loans)
 - Scholarships (nationwide, state, local, and institutional may require FAFSA completion)

Student FSA ID Log in Information

Email Address: _____

FSA ID: _____

Password: _____

Having trouble with your FSA ID? Call 1-800-557-7395

Let's get started!

1. Go to www.fafsa.ed.gov
 - Be sure that you are not visiting other sites (like fafsa.com) that charge you to file!
2. Click on, Start new 2018-2019 FAFSA
3. Create a FSA ID (WRITE INFO DOWN AT THE TOP OF THIS SHEET)
 - Username : initial of first name + last name + 4 digit birth year (i.e. Ispradlin1999)
 - Password : HHS + Student ID! (i.e. HHS77777!)
4. Return to FAFSA website tab and log in with your FSA ID Username and Password
5. Complete Student Demographic Section.
6. Select up to 10 schools that you have applied or plan to apply to.
7. Complete Dependency Status Section.
8. Stop, Save & Exit!
9. All done with your part, now it is time to get your parent/guardian involved!
 - This evening, log in to www.fafsa.ed.gov and show your parents what you have done.
 - Let them know that their sections are needed in order to complete.

PARENTS/GUARDIANS!

- Your portion includes demographic information and data from 2016 tax return.
- FAFSA has an option to retrieve data directly from a filed tax return, called the IRS Retrieval Tool.
 - i. Using this option can help avoid verification, which can delay the awarding process.
- Create a, FSA ID both you and your student will need a FSA ID to sign the FAFSA electronically.

When all sections are Complete, Sign & SUBMIT!

- The earlier the better to qualify for all aid available.
- Each school listed on your FAFSA will receive the information submitted on your FAFSA to determine what they can offer you in aid. Be sure to follow up with your FAFSA Status on your Online Portal for each college to see if additional information is needed to make an award. If portal not available, you can all the Financial Aid office.
- Once processed by the Financial Aid Offices they will share your Financial Aid Award via a letter (by mail and/or electronically via online admissions portal).
- Each schools package can vary based on the funds they have available.
- Compare packages and other factors, select a school, and accept the award(s) from the school of your choice.

PRIORITY DEADLINE FOR FAFSA SUBMISSION IS MARCH 15TH!

Need help finishing? attend a **FAFSA Saturday**... Oct 14 @PHS...Oct 21 @ HHS... Oct 28 @CHS

Visit <https://goo.gl/forms/EseP70YNVHA2F7sA2> to REGISTER to attend FAFSA Saturday!

FAFSA Worksheet:

Your SSN : _____ (or alien registration number)

FSA ID: _____ Password: _____

Parent 1 SSN : _____ Birthdate (including year) _____

Parent 2 SSN: _____ Birthdate (including year) _____

Parent FSA ID: _____ Password _____

Marriage status : _____ Month and year of parent's marriage/divorce: ____/____

Medicaid/SSI/SNAP/Free or reduced lunch/WIC? _____ (circle one if applicable)

How much did parent 1 earn from work? _____

How much did parent 2 earn from work? _____

Parent's total current balance of cash, savings, and checking account: _____

Net worth of parent's investment (including investment real estate but not house that you're living in): _____

Net worth of parent's business or investment farms: _____

Child support paid: _____ Child Support received : _____

Any additional income? _____

List of colleges and universities to send FAFSA (up to 10):

WHAT'S A FEDERAL TAX RETURN AND HOW IS IT USED???

Form 1040 U.S. Individual Income Tax Return **2009**

Filing Status: 1 Single, 2 Married filing jointly, 3 Married filing separately, 4 Head of household, 5 Qualifying widow(er) with dependent child.

Exemptions: a Dependents, b Spouse, c Total number of exemptions claimed.

Adjusted Gross Income: 23 Educator expenses, 24 Certain business expenses, 25 Health savings account deduction, 26 Moving expenses, 27 One-half of self-employment tax, 28 Self-employed SEP, SIMPLE, and qualified plans, 29 Self-employed health insurance deduction, 30 Penalty on early withdrawal of savings, 31a Alimony paid, 31b Recipient's SSN, 32 IRA deduction, 33 Student loan interest deduction, 34 Tuition and fees deduction, 35 Domestic production activities deduction, 36 Add lines 23 through 31a and 32 through 35, 37 Subtract line 36 from line 22. This is your adjusted gross income.

Indicates the tax form:
1040, 1040A, 1040EZ

Make sure it's 2016!

Shows your parent's SSN

Shows your parent's marital status. You will use both parent's financial information if they are married or living together. If your parents are divorced, you will use financial information for the parent that you live with 51% of the time.

Shows your SSN

Shows how much money your parent(s) make. If they are married, this will be a combined amount. If they are married, you will need their W-2 (see below) to determine how much they make independently

Shows your parent's adjusted gross income

Shows how much your parent's make independently.

Each of your parents should have their own W-2 if they have a job. If your parents are married and you are able to only get one of your parent's W-2, we still can figure out how much your other parent makes.

W-2

Form W-2 Wage & Tax Statement 2011

1 Wages, tips, other compensation: 4,150.27

2 Social security wages: 4,190.27

3 Medicare wages and tips: 4,190.27

4 Social security tax withheld: 259.80

5 Medicare tax withheld: 60.76

6 Federal income tax withheld: 56.96

7 Social security tips: 0.00

8 Allocated tips: 0.00

9 Advance EIC payment: 0.00

10 Dependent care benefits: 40.00

11 Nonqualified plans: D | 40.00

12a See instructions for box 12: D | 40.00

12b: |

12c: |

12d: |

13 Unemployment compensation: 125k 38.92

14 Other: 125k 38.92

15 State: | **16 State wages, tips, etc.:** | **17 State income tax:** | **18 Local wages, tips, etc.:** | **19 Local income tax:** | **20 Local taxes:** | **21 Locality name:** |