

FAFSA opens: **October 1, 2016**

# Completing the FAFSA Checklist

## Step

### 1

The Free Application for Federal Student Aid (FAFSA) is used to apply for federal, state and campus-based financial aid. **You should file a FAFSA as soon as possible after October 1, 2016.** To get started:

Go to **[www.FSAID.ed.gov](http://www.FSAID.ed.gov)** to create your Federal Student Aid ID (FSA ID). Both the student and parent(s) of dependent students will need to create their own FSA ID. The FSA ID is used as the signature on your FAFSA.

## Step

### 2

Gather all the information that you will need to complete the FAFSA online.

Go to **[www.FAFSA.ed.gov](http://www.FAFSA.ed.gov)** to get started.

What students and parents will need:

- **Your FAFSA ID** (if you don't have one, you'll be prompted to sign up for one when you go to fill out your FAFSA). Visit **[www.FSAID.ed.gov](http://www.FSAID.ed.gov)** to sign up for one.
- **Parent and student social security numbers** — Please refer to your social security card for this information. Make sure the name on your social security card is the name you report on your FAFSA. Students - If you are not a U.S. citizen, you will also need your Alien Registration Number. Parents are required to report their social security number as well. If the parent is undocumented, use 000-00-0000 as the social security number.
- **Student driver's license number** — if you don't have a driver's license, you may leave that question blank.
- **Parent and student tax records** — Student income tax returns, W-2 forms and 1099 forms for the 2015 calendar year. Parent income tax returns, W-2 forms, 1099 forms for the 2015 calendar year (if you are a dependent student). The student and parent should have filed taxes already, so you are strongly encouraged the IRS Data Retrieval Tool to import your income information into the FAFSA. If you are not eligible to use the IRS DRT Tool, you will have to manually enter the numbers.
- **Records of untaxed income** — This includes many variables that may or may not apply to the student, like child support received, interest income and veterans non-education benefits. Parents will also need to report the same untaxed income items but may also have to report items like payments to tax deferred pensions, IRA deductions, worker's compensation, disability benefits, etc.
- **Records of assets** — This includes savings and checking account balances, as well as investments like stocks and bonds and real estate.
- **List of the school(s) the student is interested in attending** — The schools listed on the FAFSA will automatically receive the FAFSA results electronically. Colleges will use the FAFSA information to determine the types and amounts of financial aid you may receive. You can list up to 10 schools on your FAFSA. If you're applying to more than 10 schools, you can add more later. Be sure to list any school you're considering, even if you're not sure yet.

## Step

### 3

Don't forget to check your email 1-2 days after submitting your FAFSA to verify that it has been processed. You will receive a link to review/print your Student Aid Report. If you find any errors, you may return to your FAFSA online and make any corrections needed.

This information and much more about filing the FAFSA can be found at **[www.StudentAid.ed.gov](http://www.StudentAid.ed.gov)**.