

**In order to receive Federal funds for college,  
students must fill out FAFSA.**

**First, CREATE an FSA ID by following the directions below.**

Tips:

- If you have older siblings in college, your parents might already have an FSA ID.
- Only the owner of the FSA ID should create and use the account.
- Never share your FSA ID.
- Parents AND Students MUST have their own FSA ID.
- **IT CAN TAKE UP TO 3 DAYS TO GET VERIFIED. START EARLY.**

**Signing up for FSA ID**

- Step 1      Go to [studentaid.gov](https://studentaid.gov) to get started, click on “Create Account”, then click on “Get Started.”
- Step 2      Enter all required information into the form. Make sure to use your note sheet (on the back) and keep your information in a safe place.  
**\*If a parent is creating a FSA ID and does not have a SSN:** Please have them mark the box “I don’t have a Social Security Number”. They will then be prompted to include their current mailing address instead. (Tax ID# will NOT be collected.)
- Step 4      Review your information and accept the terms and conditions.
- Step 5      Confirm your e-mail address and phone number using the secure codes sent to you, which will be sent to the e-mail address and phone number you entered when you created your FSA ID. Once you verify your e-mail address and phone number, you will be able to go back to the FAFSA page and start FAFSA.

**It can take the Social Security Administration  
up to three days to verify your information.** You can still work immediately to complete the FAFSA, but the automatic tax pull of information may take a while. Parents in this predicament may need to put in their taxes manually.

**For additional help, visit [StudentAid.gov](https://StudentAid.gov)**

## Secondly, Fill out the FAFSA

To complete the *Free Application for Federal Student Aid* (FAFSA®), you will need:

- Your Full Legal Name (as it appears on your birth certificate): \_\_\_\_\_
- Your Social Security Number: \_\_\_\_\_
- Student FSA ID (see below): \_\_\_\_\_
- Parent FSA ID (see below): \_\_\_\_\_
- Student Driver's License Number (if you have one): \_\_\_\_\_
  - Copy of Parent(s) 2022 W-2 Form (pictures work fine)
  - Copy of Parent(s) 2022 Federal Tax Return
  - Copy of Parent(s) current business and investment records
  - Copy of Student's 2022 W-2 form (if you worked)
  - Copy of Student's 2022 Federal Tax Return (if you filed)

**New this year: Consent.** *If you do NOT give the US Dept of Education CONSENT to pull your tax records from the IRS, your student will NOT be eligible for Federal Financial Aid.*

***FSA ID Worksheet- Please keep this page in a safe place. Usernames and passwords will be needed for every year the students is in college until graduation. FAFSA applications open October 1<sup>st</sup> for the following school year.***

### FSA ID: Student

#### Student Information

User Name: \_\_\_\_\_  
Password: \_\_\_\_\_  
Email address: \_\_\_\_\_

Challenge Questions:

1. \_\_\_\_\_  
Answer: \_\_\_\_\_  
2. \_\_\_\_\_  
Answer: \_\_\_\_\_  
3. \_\_\_\_\_  
Answer: \_\_\_\_\_  
4. \_\_\_\_\_  
Answer: \_\_\_\_\_

### FSA ID: Parent

#### Parent Information

User Name: \_\_\_\_\_  
Password: \_\_\_\_\_  
Email address: \_\_\_\_\_

Challenge Questions:

1. \_\_\_\_\_  
Answer: \_\_\_\_\_  
2. \_\_\_\_\_  
Answer: \_\_\_\_\_  
3. \_\_\_\_\_  
Answer: \_\_\_\_\_  
4. \_\_\_\_\_  
Answer: \_\_\_\_\_

(This does not change) Backup Code: \_\_\_\_\_

