2023-2024 FAFSA CHECKLIST

The FAFSA, Free Application for Federal Student Aid, is completed and filed by all college-bound and currently enrolled students and their parents. The Application is used to determine need-based financial aid awarded by ALL colleges, universities, post-secondary institutions, Federal and State agencies, and many private external scholarship organizations
.

Who needs to file the FAFSA?

<u>Parents of Dependent Students</u> plus the <u>Dependent Student</u> who are:

- 24 years of age or younger, have no children of their own or other dependents
- Is not a ward of the state or was until the age of 18
- Not currently serving on active duty in the military or a veteran
- Not working on their Master's Degree

<u>All independent students</u> file their own FAFSA reporting individual financial information.

The FAFSA is completed and filed anytime after October 1, but should coincide with deadlines tied to submitting an Application for Admission.

How to Get Started

Step One - Register and Obtain an FSA ID and Password - Go to https://fsaid.ed.gov/npas/index.htm
Required for:
- The STUDENT – an individual User ID and Password:
- One PARENT – an individual User ID and Password:
- Obtain a VALIDATED FSA ID and PW at least 5 days prior to completing and filing the application
- Students and parents need to use separate email and cell phone numbers. Do not duplicate.
- Save the ID and Password in a location that is secure and easily retrievable - hint hint

Step Two – Gather Important Demographic and Financial Information
- Demographics: name, SSN, address, driver's license Parent(s), and Student
- 2021 Federal Tax Return – Parent(s) and Student
- 2021 W-2's & 1099 - Parent(s) and Student
- 2021 Untaxed Income- Parent(s) and Student
- 2021 Annual Pre-Tax Contribution to Retirement Accounts - Parent
- Current balances of bank accounts (checking/savings) - Parent(s) and Student
- The current value of College Savings Accounts, including 529 Plans
- The current net worth-value of investments (non-retirement), disposable assets, and real estate (not primary home)
- Name of college and universities: Intending to or considering applying for admissions; list by state

Note: 2021 IRS Income Tax Return must be filed before attempting to complete the FAFSA

Step Three – Log in, launch and complete the FAFSA Application - www.fafsa.gov.ed
Start as the student using their User name and PW – the flow of the application is designed to be completed by the student, even though 99% of the time it's the parent.

Take your time, use the IRS data retrieval tool, sign and submit the application electronically, and you'll be done in no time!

When Is Parent Information Required?

Students are considered dependent and required to provide parent information unless they can answer YES to one of the following questions:

- ☐ Were you born before January 1, 2000?

- ☐ As of today, are you married?

- ☐ At the beginning of the 2023-2024 school year, will you be working on a graduate program?

- ☐ Are you currently serving on active duty in the U.S. Armed Forces for purposes other than training, or are you a veteran of the U.S. Armed Forces?

- ☐ Do you have children or dependents who will receive more than half of their support from you between July 1, 2023 and June 30, 2024?

- ☐ At any time since you turned 13, were both your parents deceased, were you in foster care or were you a dependent or ward of the court?

- ☐ As determined by a court in your state of legal residence, are you or were you an emancipated minor or in a legal guardianship?

- ☐ At any time on or after July 1, 2022, were you homeless or at risk of being homeless?

WHO'S MY PARENT WHEN I FILL OUT MY FAFSA®?

Dependent students are required to report parent information on the *Free Application for Federal Student Aid* (FAFSA).¹ For reporting purposes, "PARENT" means your legal (biological or adoptive) parent or stepparent, or a person that the state has determined to be your legal parent.

Use this guide to figure out which parent's information to include (depending on your family situation).

Are your parents married to each other? — No → Do your parents live together? — No → Did you live with one parent more than the other over the past 12 months? — No → Report information on the FAFSA for the parent who provided more financial support over the past 12 months or in the last year you received support.

Yes → Report information for both parents on the FAFSA.

Yes → Report information for both parents on the FAFSA, *even if they were never married, are divorced, or are separated.*

Yes → Report information on the FAFSA for the parent you lived with more.

Has this parent remarried? — No → You do not need to report additional parent information.

Yes → Also report information for your stepparent on the FAFSA.

The following people are not your parents unless they have legally adopted you:

Widowed Stepparent · Grandparents · Foster Parents · Legal Guardians · Older Brothers or Sisters · Aunts or Uncles

If you're not sure whom to report as a parent, you can visit StudentAid.ed.gov/fafsa/filling-out/parent-info or call 800-4-FED-AID (800-433-3243).

¹ If you're not sure whether you are a dependent student, go to StudentAid.gov/fafsa/filling-out/dependency

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