

2024-2025 Financial Aid Checklist

Financial Aid is the gateway to supplementing a student/family's ability to pay for college. All college-bound and currently enrolled students and their parents must file the FAFSA applications to determine eligibility for need-based financial aid. The Free Application for Student Aid (FAFSA) is the primary document completed and shared with ALL colleges, universities, trade and other post-secondary institutions, Federal and State agencies, and many private external scholarship organizations.

Note: Some private colleges, universities, and scholarship providers may request that the CSS Profile application be completed.

Definition of Dependent Student

- 24 years of age or younger, have no children of their own or other dependents
- A ward of the state or was until the age of 18; orphan, legal guardianship,
- Not currently serving on active duty in the military or a veteran
- Not working on their Master's Degree
- Answer YES, you're considered an independent student filing our own FAFSA based on your own financial information

Step One

- **Register and obtain Your FSA ID and Password – Click [HERE TO REGISTER](#)**
 - Student - All Dependent and Independent students
 - Parent (Contributor) -Designation is based on 2022 IRS Tax Filing Status
 - Married Filing Jointly – One Parent/Contributor
 - Married Filing Separate – Two Parents/Contributors – each needs their own
 - Single –One Parent/Contributor
 - Single with a live-in partner – Two adults/Contributors – each require their own
 - Divorce or Separated – One Parent - Contributor - based on the parent who provides the student with the greatest financial support in the given year, regardless of where the student lives.
 - Hints:
 - Students and Contributor(s) must use separate email addresses and cell phone numbers. Do not duplicate and avoid using high school or business email addresses.
 - Save the ID and Password in a secure and easily retrievable location for future use!

Step Two

- **Gather Important Personal, Demographic, and Financial Information Before Filing – Student and Parent**
 - FSA ID's
 - Legal name, Social Security Number(s), date of birth, and email address – Students and Parent/Contributor
 - 2022 Federal Income Tax Return (including all supplements_ - Student and Parents/Contributor
 - Current bank accounts (checking/savings), assets, and investments – Student/Contributor
 - Name of college and universities; applied to or intending; up to 20 school; sort by state

Note: The 2022 IRS Income Tax Return must be filed before attempting to complete the FAFSA

Reportable Assets:

- Cash, checking and savings
- Real Estate (rental and a second property)
- Financial Investments: stocks, bonds

- UGMA/UTMA accounts
- College Savings – 529 Plans

Non- Reportable Assets:

- Your Primary Home
- Retirement Accounts
- Life Insurance Accounts

Step Three - File the FAFSA

The 2024-2025 FAFSA is now a Role-based application allowing the student or parent/contributor to complete their section independently of the other party (student or contributor (parent)).

To complete one's section:

- Using the appropriate FSA User ID and PW, a student and contributor (parent) should [log in](#) and complete their section.
- ALL applicants MUST Consent and Approve the transfer of IRS Tax Filing Information to complete the FAFSA
- Upon completion of your section, please make sure you invite the other party
- The schools you list on your FAFSA will receive your FAFSA information electronically. You can list up to 20 colleges on the FAFSA.
- If you are completing and filing the FAFSA separately from your student, he/she will need to be able to supply you with **REQUIRED AUTHENTICITY CODES** from their email and mobile

If Attending a CSS Profile School - If your college or university requires the CSS Profile, access the application and file it ASAP. Check with your college or university or view the list of CSS Profile Schools at the [College Board](#). The student's College Board User Name and PW is required to launch the application.

SAVE YOUR LOG-IN AND ACCESS INFORMATION

Information should be retained in a secure and easily accessible location. The FAFSA is completed each year a student is enrolled. Student information is also used during graduate school and repayment.

Student FSA ID: _____

Student FSA PW: _____

Student "NEW" Back-Up Code: _____

Contributor (parent) #1 FSA ID: _____

Contributor (parent) #1 FSA PW: _____

Contributor (parent) #1 "NEW" Back-Up Code: _____

Contributor (parent) #2 FSA ID: _____

Contributor (parent) #2 FSA PW: _____

Contributor (parent) #2 "NEW" Back-Up Code: _____

