Steps to Completing the 2024-2025 FAFSA

1. **Create your Federal Student Aid Account/FSA ID**
   a. Your FSA ID is the username and password you'll use to access all Federal Student Aid websites, including **Studentaid.gov** (where you'll file your FAFSA)
   b. **All contributors to the FAFSA need to create an account/FSA ID. Contributors include parent(s) if you are a dependent student and spouse if you are married. IMPORTANT: We recommend printing a copy or taking a screenshot of the information your contributor enters on the "Personal Information" page when they create their StudentAid.gov account. You will need to enter this same information EXACTLY as entered when inviting the contributor to your FAFSA Form**
   c. FSA ID's must be matched with the Social Security Administration before they can be used to access the FAFSA, this process typically takes 3-5 days.
   d. To create an account/set up a FSA ID, go to **Studentaid.gov** and click on "Create Account"

2. **Complete the Student Section of the FAFSA**
   a. Use your FSA ID and password to log into your account on **Studentaid.gov** and access the 2024-2025 FAFSA form (available sometime in December)
   b. Provide consent and approval to have your federal tax information released from the IRS, you must do this even if you did NOT file a tax return
   c. Complete student section of the FAFSA
   d. Invite contributors to your FAFSA
      i. If you are a dependent student, enter your parent(s) information (see reverse side for help in determining which parent(s) should be contributor(s)
      ii. If you are married, enter your spouse information
   e. Sign your FAFSA electronically

3. **Contributors Complete Their Section of the FAFSA**
   Contributors will get an email to complete their section of the FAFSA. All contributors (parent(s), stepparent or student's spouse) must use their FSA ID to access the FAFSA form, provide consent and approval, complete their section of the FAFSA and sign the FAFSA electronically.
   a. Contributors are required to provide consent and approval to have their federal tax information released from the IRS, even if they did NOT file a tax return.
   b. **Consent to release tax information is required for the student to be eligible for federal aid.**

4. **Submit your FAFSA**
   After all contributors have provided consent and signed the form, it will be sent to the FAFSA Processing System

5. **Watch for information from the Financial Aid Office**

2024-2025
FAFSA Checklist

Complete the FAFSA (Free Application for Federal Student Aid) at **studentaid.gov** to apply for federal financial aid.

Dependent students must include both student and parent data on the FAFSA. Married students must include both student and spouse data on the FAFSA

Required Information

- ☐ Student and parent or spouse 2022 Federal Income Tax Forms and all schedules
- ☐ Student and parent or spouse FSA ID usernames and passwords
- ☐ Student and parent or spouse email addresses
- ☐ Student and parent or spouse social security numbers
- ☐ Student and parent or spouse dates of birth
- ☐ Student and parent or spouse savings/checking account balances
- ☐ Student and parent or spouse investments (ie. Stocks, bonds, mutual funds, 529 plans, rental properties) excluding home and retirement
- ☐ Student and parent drivers license number or non-driver ID
- ☐ Current net worth of all businesses
- ☐ Current net worth of all farms
- ☐ Child support received from the LAST complete calendar year

DETERMINING A PARENT CONTRIBUTOR AND WHO NEEDS AN FSA ID

Are your biological or adoptive parents married to each other? — NO → Do your parents live together? — NO → Which parent provided **more financial support** in the last 12 months?

Are your biological or adoptive parents married to each other? — YES → Did you parents file a joint tax return?

Did you parents file a joint tax return? — YES → ① One parent contributor creates an FSA ID to report both parents' information

Did you parents file a joint tax return? — NO → ② Both parent contributors create an FSA ID to report their information

Do your parents live together? — YES → ② Both parent contributors create an FSA ID to report their information

Which parent provided more financial support in the last 12 months? → Is *this* parent remarried?

Is *this* parent remarried? — YES → ② Parent and stepparent contributors create an FSA ID to report their information

Is *this* parent remarried? — NO → ① This parent contributor creates an FSA to report only their information