



Preparing to Complete the FAFSA

Obtain an FSA ID:

1. Go to <https://studentaid.gov/fsa-id/create-account/launch>
2. Select "Get Started".
3. Fill-in the required information, including birth date and social security number. Make sure the name you use here matches the name on your social security card.
4. **BOTH** student **and** parent need an FSA ID username and password.

What information will I need to complete the FAFSA?

1. FSA ID username and password for the student and parent,
2. One of the following:
 - a. FSA ID and password to use the IRS Data Retrieval Tool*, OR
 - b. **2021** Income tax returns and W-2 forms for both student and parents if available.
3. Balance of all checking and savings accounts for parents and students.
4. Balance of all investment accounts for parents and students.

*If you are married and have filed a joint return, the IRS Data Retrieval Tool allows you to copy your e-filed tax return information directly into the FAFSA. This decreases your likelihood of being selected for verification.

Completing the FAFSA

1. Go to <https://studentaid.gov/h/apply-for-aid/fafsa>
2. Click on "Start Here"
3. Enter the **STUDENT'S** FSA ID and password to log in. Create the SAVE KEY to start the application. **Sign with both student's and parent's e-signature** and finally **submit the application**.