



FAFSA® Checklist

About the FAFSA

The FAFSA (Free Application for Federal Student Aid) is the first step in the financial aid process. It is used to apply for federal student aid, such as grants, loans, and work-study. In Pennsylvania, information from the FAFSA is also used to determine student eligibility for the PA State Grant.

The FAFSA asks for information about you and your financial situation. If you're married, you will need the same info for your spouse. If you're considered a dependent student, you will need your parents' information, too.

Before filing the FAFSA, gather the following items:

- A Federal Student Aid (FSA) ID

Note: A FSA ID is a username and password used to log into U.S. Department of Education (USDE) websites and electronically sign the FAFSA. You and a parent will each need your own separate FSA ID.

Go to fsaid.ed.gov to create your FSA ID.

- Social Security number
- Your driver's license number, if you have one (optional)
- Alien registration number, if you are not a U.S. citizen
- Email address (optional)
- 2018 W-2 Forms

- 2018 Records of untaxed income received, including workers' compensation, child support, payments to tax-deferred pension, savings plans, etc.
- 2018 Federal income tax return and applicable schedules

Note: If you complete your FAFSA online, you have the option of automatically retrieving your income and tax data from the Internal Revenue Service (IRS) and having it transferred into your FAFSA. The IRS Data Retrieval Tool (DRT) is the preferred method to complete the FAFSA.

- Current bank statements and records of stocks, bonds, 529 plans, and other investments

Now you're ready... Visit [FAFSA.gov](https://fafsa.gov) to file for FREE!

**Need
Additional
Help?**

Need help with more than just the FAFSA? There are plenty of FREE resources available to help you with the financial aid process:

PHEAA.org | StudentAid.ed.gov | collegecost.ed.gov

FEDERAL STUDENT AID ID (FSA ID)

A FSA ID gives you access to Federal Student Aid's online systems and can serve as your legal written signature. Create a FSA ID using your own personal information and for your own exclusive use. Your FSA ID is used to sign legally binding documents electronically. Don't give your FSA ID to anyone—not even to someone helping you fill out the Free Application for Federal Student Aid® (FAFSA). You are not authorized to create a FSA ID on behalf of someone else, including a family member.

To create a FSA ID, go to fsaid.ed.gov. Complete this form to keep track of important information related to your FSA ID. This information should be kept confidential and stored in a secure location.

STUDENT INFORMATION

Student Email Address: _____

Username: _____

Password: _____

Challenge Question/Answer #1: _____

Challenge Question/Answer #2: _____

Challenge Question/Answer #3 (create your own): _____

Challenge Question/Answer #4 (create your own): _____

(Optional) Significant Date Answer (optional): _____

PARENT INFORMATION (if appropriate)

Parent Email Address: _____

Username: _____

Password: _____

Challenge Question/Answer #1: _____

Challenge Question/Answer #2: _____

Challenge Question/Answer #3 (create your own): _____

Challenge Question/Answer #4 (create your own): _____

Significant Date Answer (optional): _____

FSA ID Resources

- www.StudentAid.gov/fsaid
- Federal Student Aid YouTube Video – “How do I create an FSA ID?” www.youtube.com/watch?v=LLi0q7hkFns

CREATING A FSA ID

1. Visit fsaid.ed.gov and enter your log-in information to create an account.
 - Provide your email address, a unique username and password.
2. Enter your personal information.
 - Provide your Social Security Number, name and date of birth.
 - Include your mailing address, email address, telephone number, and language preference.
 - For security purposes, provide answers to five challenge questions.
3. Submit your FSA ID information.
 - Agree to the terms and conditions.
 - Verify your email address. (This is optional, but helpful. By verifying your email address, you can use your email address as your username when logging into certain Department of Education websites. This verification also allows you to retrieve your username or reset your password without answering challenge questions.)
4. You can opt-in to receive SMS/Text messages on your phone.
 - Use your phone to recover a forgotten username and password.

HELPFUL TIPS WHEN CREATING A FSA ID

Be sure to enter your information accurately.

Your information will be verified with the Social Security Administration and making a mistake, especially with your Social Security Number, name or birthdate, will cause delays.

A Social Security Number is required to create an FSA ID.

Your Social Security Number, name, and date of birth must all match with the Social Security Administration.

An email is not required to complete a FSA ID.

An email address is not required to create or use an FSA ID. However, it is strongly recommended that you enter your email address when you create your FSA ID. If your email address is on file, it's easier to help you if you get locked out of your account or forget your username or password. Also, your email address, once verified, can be used as an alternative to your username when you log in to fafsa.gov.

A FSA ID can be associated with only one email address.

Students and parents cannot use the same email address when creating a FSA ID.

If you have an email address other than a high school address, use that alternate email.

Once you graduate, your high school email address will likely be deleted. You will need to use your FSA ID for many years, so link it to an email address you will continue to use.

It is important to access your email when creating a FSA ID.

A secure code will be sent to your email address that you will need to retrieve when creating your FSA ID. Entering this secure code will confirm your email address. This is optional, but helpful. By verifying your email address, you can use your email address as your username when logging into certain websites. This verification also allows you to retrieve your username or reset your password without answering challenge questions.

Your FSA ID can be used immediately to sign an original Free Application for Federal Student Aid (FAFSA).

Once the Social Security Administration verifies your information in 1-3 days, you will be able to start a renewal FAFSA, make changes to an existing FAFSA, and log into U.S. Department of Education websites. You will receive an email indicating that the process is complete.