

Filling out the 2018-2019 FAFSA Cheat Sheet For Parents and Students

1. Create A FSA ID Account

- a. Students and parents that possess a valid Social Security Number must visit (fsaid.ed.gov) to create an FSA ID prior to FAFSA completion.
- b. This is the only site for FSA ID creation.
- c. The parent and student must have two working email accounts to create FSA IDs.
- d. The email addresses cannot be the same for student and parent.
- e. It is recommended that students use a personal email address instead of a high school email as the email could be deactivated after graduation.
- f. Since FSA ID is the student and parent's electronic signature, it is important that FSA ID information is stored in a secure place for future reference should changes need to be made after FAFSA submission.

2. Start the FAFSA

- a. The 2018-2019 FAFSA Portal opens on October 1, 2017 and you can access it on (fafsa.gov).
- b. Students are encouraged to complete the FAFSA as soon as possible, as some state/federal financial aid grants are first-come, first served. Again, the 2018- 2019 FAFSA will be completed using 2016 tax information.
- c. Upon FAFSA completion, students will receive an email confirming their FAFSA submission, which will include FAFSA submission date and time. Students should save the confirmation email for their records.

3. Documentation Needed in order to successfully file the 2018-2019 FAFSA

- a. Student and parent/legal guardian FSA IDs
- b. 2016 Federal Tax Return or other income documentation
- c. Social Security number(s)
- d. Driver's license (if any)
- e. 2016 tax information for student and parent/legal guardian(s)
 - i. Most parents/legal guardians/students will upload their 2016 tax information using **the IRS Data Retrieval Tool** via FAFSA.
- f. 2016 untaxed income records, such as child support received and veterans non-education benefits
- g. Current information on checking and savings account balances; stock, bond, and other investments; and business and farm assets
- h. Alien registration card (if student is not a U.S. citizen)

4. Need Assistance filling out the FAFSA

- a. If a student needs assistance while completing the FAFSA, the student can contact the Federal Student Aid Information Center **1-800-433-3243**.
- b. You can also access information regarding the 2018-2019 FAFSA on the Piedmont School Counseling Website (located under [12th Grade](#) Link or [FAFSA](#) link)
- c. Students and parents can also access more information about FAFSA by going to (studentaid.ed.gov)