

Dear Parent:

To effectively assist your future college student with the FAFSA (Free Application for Federal Student Aid), the following information will be needed. If you bring this information, you will be able to expedite the FAFSA process in ½ the time it normally takes to complete the FAFSA.

- **FAFSA LOGIN (FSA ID) FOR STUDENT AND ONE PARENT** – The student and at least one parent must each have a separate account (FSA ID) to complete the FAFSA. This includes email, phone number, username, and password. FSA ID accounts should be created before attending the FAFSA workshop at your high school at <https://studentaid.gov/fsa-id>
  - If the parent is married/remarried and files taxes separately, both parents will need an FSA ID account. If the parent is married/remarried and filed jointly, only one parent is required to have an FSA ID account.
- **STUDENT AND PARENT(S) SOCIAL SECURITY NUMBERS (SSN)**
- **PARENT(S) SIGNED 2024 TAX RETURN** (1040 form), including Schedule forms (if applicable)
- If the student worked in 2024, **STUDENTS SIGNED 2024 TAX RETURN** (1040 form), including Schedule forms (if applicable) and/or W-2 form.

### **ONE PARENT SHOULD ATTEND THE EVENT WITH THE STUDENT**

#### **FAFSA Friendly Reminders and Helpful Hints**

##### **Part 1: How to create an FSA ID:**

1. Go to [www.studentaid.gov](http://www.studentaid.gov)
2. On the top right, click "Create Account"
3. Next, click "Get Started"
4. Complete personal information entries

##### **FSA ID Account Creation Tips:**

- The student and one parent will each create their own FSA ID to sign and submit the student's FAFSA form.
  - Each account must have its own unique username and password, phone number, and email.
  - Be sure to use a personal email address that you will continue to have access to after graduation.
- You must verify your email and/or phone number to finish creating your FSA ID account.
- The student's social security number (SSN) is required to complete the FAFSA form.
  - If the student does not have an SSN, they should complete the TASFA, which is a paper or electronic form, depending on the college the student will be attending.
- Parents without an SSN are now required to have an FSA ID account. Parents without an SSN will have to verify their identity using credit bureau questions.
- Before proceeding, be sure that all personal information is entered correctly. A misspelled name, an incorrect birth date, or a social security number can cause delays in submitting and/or processing your FAFSA form.

## FSA ID Worksheet

[studentaid.gov/fsa-id](https://studentaid.gov/fsa-id)

Federal Student Aid IDs are required for students to sign the FAFSA electronically. Please use this worksheet to record your FSA ID information as you create it. **Keep this form in a safe place for future reference.**

### Student FSA Information

The email address must be unique to each individual. You cannot use the same email address for students and parents. DO NOT use high school email accounts.

Username:

Password:

Backup Code:

Security Question 1:

Answer:

Security Question 2:

Answer:

Security Question 3:

Answer:

Security Question 4:

Answer:

### Parent FSA Information

If the parent is married/remarried and files taxes separately, both parents will need an FSA ID account. If the parent is married/remarried and filed jointly, only one parent is required to have an FSA ID account.

Username:

Password:

Backup Code:

Security Question 1:

Answer:

Security Question 2:

Answer:

Security Question 3:

Answer:

Security Question 4:

Answer: