# A Recipe for a FAF\$A



An easy recipe to get college going dough.

This recipe is perfect for anyone who is thinking about going to college, earning a certification, obtaining a two year degree.

## Ingredients

- Your Social Security Number or Permanent Resident Card number.
- Your parents'/legal guardian's Social Security Number or Permanent Resident Card
- Your parents' 2020 tax returns and W-2s
- Your 2020 tax returns(if you filed ) and W-2s (if you worked)
- Your email
- Your parent/legal guardian's email

#### Optional

- Your cell phone number
- Your Parent's/ legal Guardian's cell phone number



### 1. PREP: Create an FSA I.D. (15 min.)

- An **FSA I.D.** is an electronic signature that you and one of your parents/legal guardians will create on <u>fsaid.ed.gov</u> in order to complete a **FAFSA**.
  - ✓ Note: Your parent/legal guardian might already have an **FSA I.D.** if you had an older sibling or parent fill out a **FAFSA**.
- Make sure you are under the "**Create an FSA ID**" and enter your email, create a username and create a password. Click Continue.
- Enter your name, date of birth and Social Security Number or Permanent Resident Card number. Click Continue.
- Confirm your profile information, enter your mailing address, and register your cellphone number in order to receive messages. If you do not want to add a cell phone number, uncheck the box that starts with "I would like to use my phone to receive one-time..."Click continue.
- Create four required challenge questions. These questions are created in case you are ever locked out of your FSA I.D., so make sure to write your answers down! Click Continue.
- Review and confirm all of your information. Acknowledge the FSA I.D. terms and conditions.
- Verify your email address by entering the secure code that will be sent to your email address you used. If you registered your cell phone number to the **FSA I.D.**, you will be also asked to verify your phone number by entering the secure code that will be sent by text message to your phone.

#### 2. Filling Out the FAFSA (45 min.)

• The **Free Application for Federal Student Aid**, better known as the **FAFSA** can be filled out on <u>fafsa.gov</u>. It is important to keep in mind that the FAFSA is completely free to fill out. So if you come across a website asking you what your payment method is, **DO NOT PROCEED**.

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#### 2. Filling Out the FAFSA Continued...

- 1. Once you get on the website, click **START HERE** and put your **FSA I.D.** information if you are the student. If you are the parent of the student, DO NOT use your FSA I.D. but rather use your student's identifiers.
- You will then be brought to the My FAFSA-2020-2021 where you will be welcomed. There will be two tab FAFSA years to choose from. If you want to start school in the FALL of 2020 click the 2020-2021 FAFSA and click START 2020-2021 FAFSA.
- 3. After submitting the information, you will be asked to create a Save Key. The Save Key is a short-term password that lets you pause and return to the form later. So make sure to write it down!
- 4. You will then start answering **Student Demographics.** In this section you will verify your Social Security Number, Name, Birthday, email, Phone Number, address, residency information, etc.
- 5. Next, you will fill out School Selection. In this section will enter McCaskey Campus as your high school, Lancaster as the location, and Pennsylvania as the state. You will then click SEARCH at the bottom of the page. You will them be given the option to SELECT McCaskey Campus. You will then be given the option to ADD SCHOOLS that you are interested in attending. This can be anything from a college, university, or technical school. You can list up to 10 schools by inputting the name of the school and the city and state it is located. If you have more than 10 schools to list, that is no problem. After the FAFSA is submitted and processed. You can Edit the FAFSA and add more schools by taking some out so that they can also get your FAFSA information.
- 6. You will then answer questions about your **Dependency Status**. If you need any help or have any questions, do not hesitate to ask the kind people in the Future Ready Center. :D
- 7. Unless you qualified as an independent student, you will have to fill out the **Parent Demographics** portion. In this case, a parent is defined as a biological or adoptive parent, or a person that the state has determined to be your parent. For this portion you will need to know their full names, birthdays, Social Security Number and email. If your parents are **divorced/separated** you will put in the information of the parent you spend 51% of your time with. If your parent is remarried, you will be putting in the information of your parent and step-parent.
- 8. You have now reached the meat of the FAFSA—the Financial Information! This is the part where you will need your parent's 2019 Taxes, and if you are filing independently, you will need your own. Answer whether or not you have filled taxes for 2019 and then select what kind. After plugging in that information you will be asked to if you would like to use the IRS Data Retrieval Tool, to which you will answer yes. Using this tool allows you to pull the Tax information from the IRS rather than having to put it in manually. This also allows you to save time and lowers the chances of making a mistake. You will be asked about assets—both your parents and yours. This is information regarding your checking, savings, businesses, retirement accounts, pension plans, etc.
- 9. And now, the time has come to Sign and Submit! However, before you do you are going to be asked if you are a preparer. A preparer is someone who charges you for helping you do the FAFSA. Unless you payed someone to help you, you will say no. You will then get the chance to look over all of the information that you put in in order to see if there should be any last minute edits. After reviewing you information, you will be able to sign the FAFSA using your FSA I.D. Your parent/guardian will also be required to sign the FAFSA with their FSA I.D. Once both signatures are in you can hit submit and see the results.

Get that Bread!

If you have any question, do not hesitate to ask the people from the Future Ready Center. Remember that results are different for each and every person that does the FAFSA. Make sure to check your EFC once you submit your FAFSA for an estimated amount of aid you will receive.



