

FAFSA COMPLETION 2019

FSA ID

Refer to the following sheet on how to complete an FSA ID at fsaid.ed.gov. On the back of the sheet, enter your log-in information. This must be kept and used each year the student is in college.

BEGIN FAFSA

1. Go to fafsa.ed.gov and click the blue "START HERE" button on the bottom left.
OR
Download myStudentAid app
2. Choose if you are a student or parent
3. Enter the FSA ID information.
4. Answer questions about the student and then parent as needed.
5. Use the IRS Data Retrieval Tool to automatically have financial info entered.

HOW

1. Log in to your current **FAFSA form** or start a new application at fafsa.gov.
2. In the finances section of the online form, you will see a "Link to IRS" button if you are eligible to use the IRS DRT.
3. Click the "Link to IRS" button and log in with your **FSA ID** to be transferred to the IRS to retrieve your info.
4. Once at the IRS site, enter your information exactly as it appears on your federal income tax return and click the "Submit" button.
5. Check the "Transfer My Tax Information into the FAFSA form" box, and click the "Transfer Now" button.
6. You will know that your federal tax return information has been successfully transferred because the words "Transferred from the IRS" will display in place of the IRS information in your FAFSA form.

For your protection, your tax information will not be displayed on either the IRS site or fafsa.gov.

6. After signing and submitting the FAFSA, print the confirmation page or screen shot and email a copy and add to the folder provided.
7. Keep the FSA ID information and FAFSA confirmation page in case additional FAFSA authorization is needed. The FAFSA will be completed each year the student is in college so keep this information available for future years.