



How to fill out the FAFSA Form (Free Application for Federal Student Aid) and not miss a dime of financial aid!

The FAFSA is one of the most important and most confusing documents you will ever complete in your quest to make college affordable. Take a deep breath. Relax. The FAFSA form may be time-consuming, but it's not impossible, and you can do it with the help of this line by line guide.

The FAFSA document you will need for the upcoming school year is the 2012-2013 FAFSA.

Before You Begin the FAFSA Form

You will need to gather some personal paperwork as well as the appropriate IRS tax forms. We strongly recommend that you do your taxes prior to filing your FAFSA. If possible, do them using estimates so that you can file your FAFSA as early as possible.

We will be using the 2012-2013 FAFSA on the Web Demo as a reference during this tutorial. The 2012-2013 FAFSA on the Web is available starting January 1, 2012. Please note that any personal information in this guide is part of a ficticious identity provided by the Department of Education.

FAFSA Form Step by Step Guide

- Prepare
- Account Set-up
- Student Section
- Eligibility for Aid
- Dependents
- Independent Status
- Student Financials
- Student Tax Info
- Parent Tax Info
- Parent Financials
- Grant Eligibility
- Complete and Sign
- FAFSA Filed | Next Steps

Quick Tips

- When the FAFSA refers to "I", "You", "Your", etc. it is referring to the student! (not the parent, family, or FAFSA preparer)
- Always double check even basic items, such as your address and ZIP code.
- Nothing will kill a FAFSA faster than errors or omissions! Check everything!
- Colors matter and each year's FAFSA is different. Student-related items are in orange on the paper FAFSA, blue if you're filing online; Items for the parent(s) are in purple.
- The FAFSA is free. You do not need to pay for it.
- File your FAFSA as early as possible! Some federal financial aid is allotted on a first come, first served basis, so if a student with greater need applies later than a student with lesser need, the student with lesser need will get more financial aid because they were in line sooner. File your FAFSA as soon after January 1 of each year as possible to ensure you are awarded the maximum amount of financial aid you are eligible for.

Pre-FAFSA Preparation | Step 1

What documentation and paperwork do you need to complete the FAFSA? We have a comprehensive list for you. In addition to gathering financial information, you will need to sign up for a FAFSA account and a FAFSA PIN.

All financial information needs to be for the previous financial year. If you are planning to file the 2012-2013 FAFSA you will need documentation from tax year 2011 (January 1, 2011 - December 31, 2011).

Tip: If you don't have your W-2 tax forms yet, you can estimate using your pay stubs and file a FAFSA correction later.

What you'll need

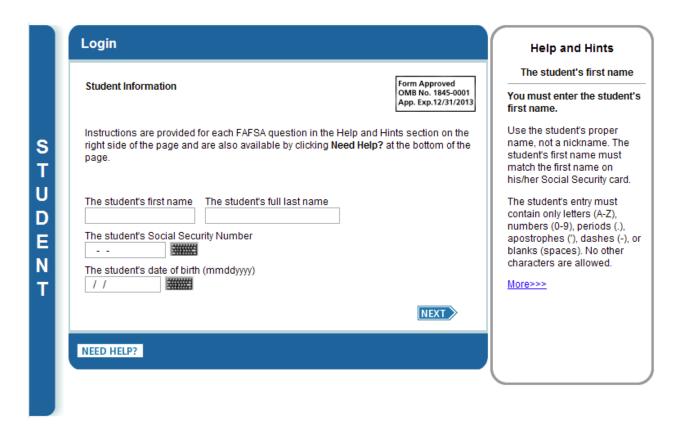
- Your Social Security Number (can be found on the Social Security card)
- Your driver's license or state ID (if any)
- Your W-2 Forms and other records of money earned
- Your (and your spouse's, if you're married) 2011 Federal Income Tax Return IRS Form 1040, 1040A, 1040EZ, 1040TeleFile, foreign tax return, or tax return for Puerto Rico, Guam, American Samoa, the U.S. Virgin Islands, the Marshall Islands, or the Federated States of Micronesia
- Your parents' Federal Income Tax Return (if you are a dependent student)
- Your untaxed income records Social Security, Temporary Assistance to Needy Families, welfare, or veterans benefits records
- Your current bank statements
- Your current business and investment mortgage information, business and farm records, stock, bond, and other investment records
- Your alien registration or permanent residence card (if you are not a U.S. citizen)

Sometimes this financial information can be difficult to find and organize so it is suggested you start gathering it now to prepare your FAFSA. Because you will be filing your financial aid application using the FAFSA on the Web form, you will need your FAFSA PIN before you begin the process. Make sure you obtain your PIN and if you are filing as a dependent student, your parents will need their PIN as well.

>> Learn more about the FAFSA PIN.

FAFSA Account Creation and Setup | Step 2

The moment you arrive at www.FAFSA.ed.gov, you will be greeted with a student login screen as shown below:



Start by inputting the Social Security number of the student, along with the name and date of birth. When putting in numbers, do not use dashes, spaces, hyphens, periods, commas, etc.

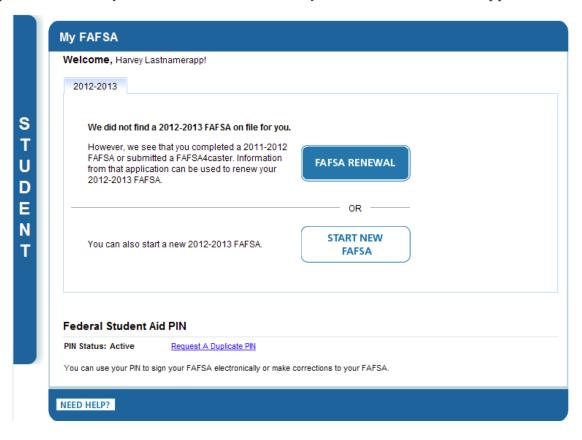
Notice those peculiar little keyboards next to some fields on the form? The Department of Education had those added to the FAFSA form as a way of trying to prevent identity theft. Instead of typing in some pieces of information on the FAFSA (especially on public computers at libraries, schools, etc.), the virtual keyboard theoretically makes it harder to steal that information by having you click on the letters and numbers.

Do you need to use it? If you are at a completely public computer, you might want to, but if you are at your home computer or using the computer of someone you trust, it's probably overkill.



Note that along the left-hand side there's a dark blue border and the word STUDENT. This tells you that the information you are currently completing is for the student. The border will change colors to purple and say PARENT when the form asks for parent information.

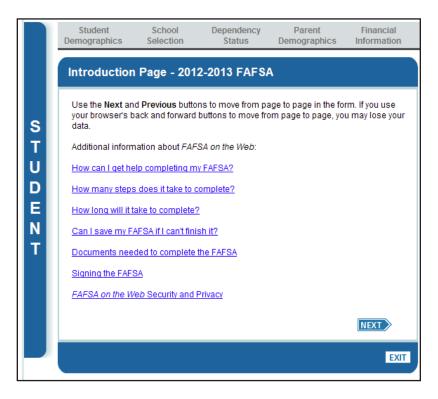
This year, the FAFSA does a much better job at recognizing past applications. After your initial login, you will be prompted to either file your renewal, continue where you left off, or start a new application.



On the next screen, you will be asked to create a password. Remember or write down this password as you will need it later if you want to continue your form! If you are submitting a FAFSA Renewal form, then you will also be asked for your PIN at this time.

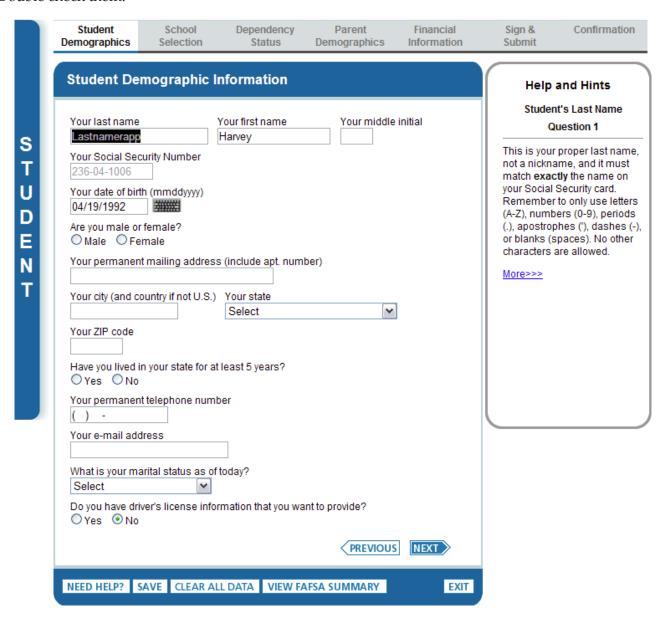
After you finish with the initial form and click Next, and you'll get the Department of Education's version of a FAFSA guide:

Click the Next button to continue to the actual FAFSA.



Student Demographic Questions | Step 3

Once you have set up your FAFSA account, you will be taken to a page asking some basic demographic questions. If you have completed a FAFSA electronically in years past, these answers may be pre-filled. Double check them!



Make sure your name is in the correct order: Last, First, MI.

Be absolutely, positively sure your Social Security Number (SSN) is right. Nothing will kill a FAFSA faster than a mistake on the SSN.

Whenever you are filling out basic information, use the same information as on your IRS tax return, which should be identical to the information on your Social Security paperwork/card.

Your permanent address is the same as the address you use on your tax returns and the same address where you are registered to vote. It is most likely NOT your address at school. For homeless students, parents, and families, or those living in transitional situations, this is the address at which you can receive postal mail, such as a shelter or program.

For permanent phone number, this can be your mobile/cell phone number as long as it's permanent enough that someone from a college financial aid office can call it and reach you. Don't use forwarded numbers, voice mail boxes, or phone numbers at school.

No driver's license? State ID will do. No ID at all? You can leave Question 11-12 blank, but it's not encouraged. Double-check your email address. The Department of Education will send FAFSA reminders, status updates, and results to that email address.

Marital status is technically as of the day you file the FAFSA, but is one of the few fields on the FAFSA that you cannot correct later. If you will be changing status (getting married, divorced, or separated) by the time you file your next federal tax return, use the status you will use on your tax return. (for example, if you will get married in 2012 and plan to file your 2012 taxes as married, use married on the FAFSA).

Note that when errors have been detected in your completion of the FAFSA form, the application highlights what needs to be changed.

For example, in the basic demographic information form, you can see the error message displayed at the top of the page:



The following error(s) have occurred:

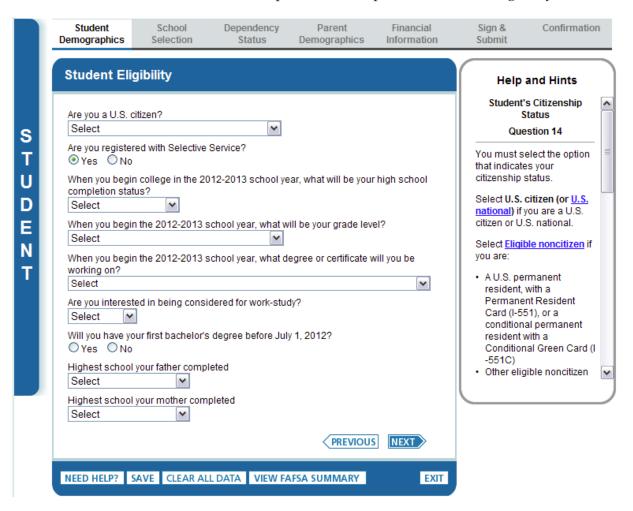
 You must enter a response for "Has Student Lived in State for at Least 5 Years?" before proceeding to the next page. Select the field to see valid responses for this question.

...and also see on the form itself where corrections need to be made:

11111	
Have you lived in Massachusetts fo	or at least 5 years?
Your permanent telephone number	r
(111) 111-1111	
Your e-mail address	Re-enter your e-mail address
email@email.com	email@email.com

Eligibility for Financial Aid | Step 4

The next section of the FAFSA asks a series of questions to help determine basic eligibility for financial aid.



US citizens and eligible non-citizens (permanent resident, asylum, etc.) are eligible to receive federal financial aid. International students typically are not eligible to receive federal aid. Students who are legal citizens/eligible non-citizens but whose parents are illegal immigrants may qualify for financial aid. These students will likely need the assistance of a financial aid officer.

Selective Service: Yes, that's the draft. It is a requirement that males 18 years old or older be registered for the draft. No Selective Service registration equals no financial aid. Women are not required to register for the draft.

High School completion status: To qualify for federal student aid, you must have completed high school or an equivalent educational course.

Grade Level, Degree Pursued, First Bachelor's Degree: Most non-loan federal financial aid for undergraduates is restricted to students pursuing their first degree. If you have already got one undergraduate degree and you are going for a second, you will qualify for substantially less federal financial aid. This does NOT apply to graduate students; that's handled differently.

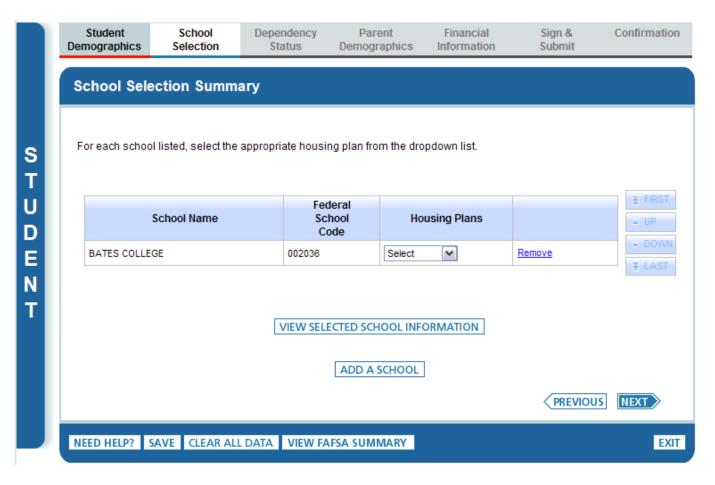
Highest level of education for parents: Highest level of education is important to determine eligibility for "First in the Family To College" type scholarships.

After the basic eligibility questions, you will be asked to choose which colleges and universities you would like to have your FAFSA results sent to.

FAFSA School Codes: The Department of Education's FAFSA school code chooser has been improved significantly from previous years' versions, but still does not deal well with school nicknames and alternate names. For example, a student attending or planning to attend MassBay Community College would not find their school in the search. Typing in Massachusetts Bay Community College (its canonical, legal name) would bring that school up.

When you are filling out the FAFSA, we recommend having our Federal School Code Finder handy as a supplement to the Department of Education's school code tool.

Once you have chosen one or more colleges, you will be asked about your housing and living plans at school, as shown below:



Housing Plan: You will choose a housing plan- on campus, off campus, or with parents. The housing plan you choose plays a small role in computing the cost of college, as living with a parent is calculated to have a dramatically lower cost of attendance than living on campus. You will likely get less financial aid if you choose living with a parent.

After school selection comes a series of questions to determine dependency.

Dependent Status and the FAFSA | Step 5

A few words on dependency: dependency in financial aid is significantly different than dependency for tax purposes. Here are the criteria for whom the Department of Education classifies as an independent student. If you do not meet any of these criteria, then you are classified as a dependent student for FAFSA purposes.

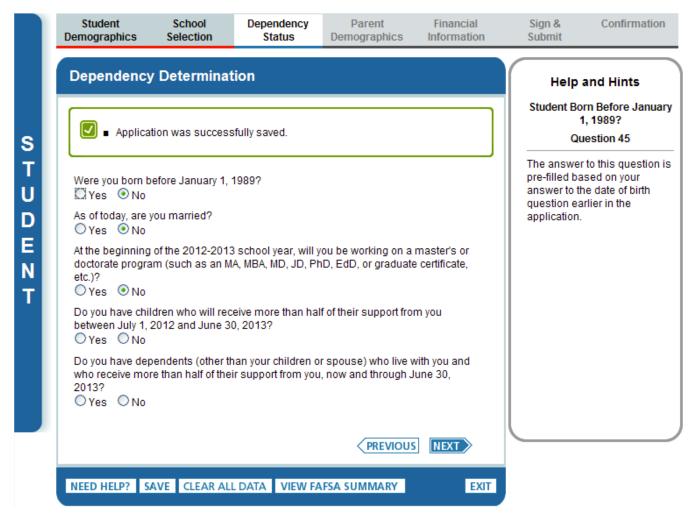
- You were born before January 1, 1989
- You are or will be enrolled in a masters or Doctoral degree program at the beginning of the school year
- You are married on the day you file your FAFSA
- You are a parent
- You have dependents other than your spouse who live with you and who receive more than half their support from you at the time you apply
- Both your parents are deceased (or were until age 18) a ward of dependent of the court
- You are currently serving on active duty in the U.S. Armed Forces for purposes other than training
- You're a Veteran of the U.S. Armed Forces
- You were a foster child after the age of 13
- You are an emancipated child as determined by a court judge
- You are homeless or at risk of homelessness as determined by the director of a HUD approved homeless shelter, transitional program, or high school liaison

Whether you believe you are independent or not does not change your dependency status on the FAFSA. Many students each year attempt to file as independent students because they are living on their own and are self-sufficient or their parents refuse to contribute to their education. However, under federal regulations, they are still classified as dependent students. You must file your FAFSA based on the dependency requirements listed above or you risk getting no federal financial aid.

The dependency questions are a series of yes or no questions. Remember that these are all questions being asked from the perspective of the student.

Tip: If, after you receive your FAFSA results, you feel that you should be evaluated as an independent student, you can appeal to your college's financial aid office, but be prepared to extensively document your situation and case.

Tip: Emancipated minor is a formal legal status that must be declared by a court of law. Simply moving out of your parents' household does not count. A judge must legally declare you emancipated. The court order must still be in effect at the time you file your FAFSA.



If you are in legal guardianship as determined by a court, you are automatically an independent student. Like legally emancipated, this is a formal legal judgment by a court of law.

Homeless students are automatically independent students. The Department of Education is still trying to figure out how to determine homelessness and the documentation process for homeless students.

The determination of homelessness can be made by one of three legal entities:

- A high school or school district liaison.
- A director of an accredited HUD homeless shelter
- A director of a runaway / transitional living program or homeless youth basic shelter.

Tip: Homeless is strictly defined as lacking fixed, regular, adequate housing. This includes living in shelters, hotels, cars, or couchsurfing anywhere you can. Additionally, anyone in this situation who is fleeing an abusive home also qualifies as homeless, even if the parent would provide support.

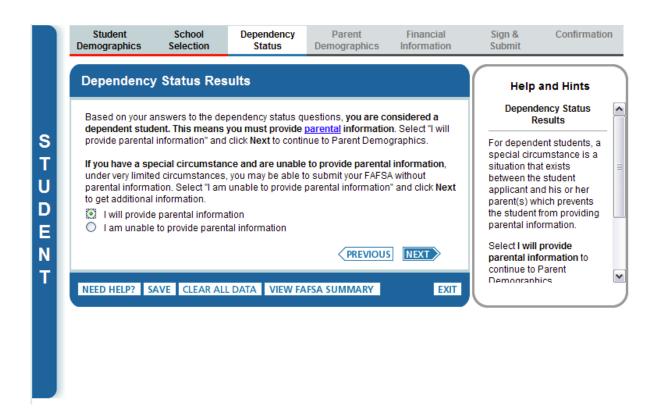
Unaccompanied youth means that you are not in the physical custody or care of a parent or guardian. This status only applies to students under the age of 21. If you answer yes to any of the questions on homelessness, you will need to provide documentation from your high school or school district of your status.

Independent Students and Special Circumstances | Step 6

Special Circumstances and Independent Students

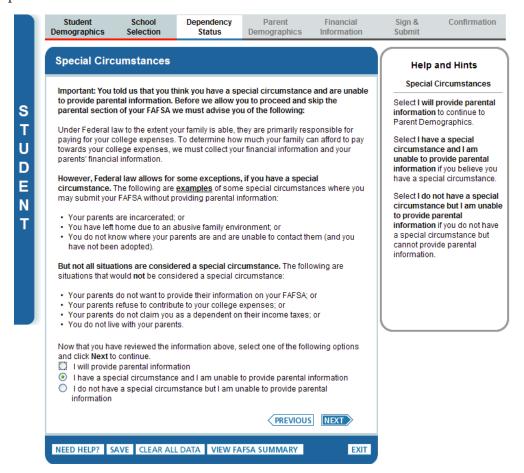
Once you have completed the dependency questions, the FAFSA will determine whether or not you will need to complete the parental portion of the FAFSA or whether you are a dependent student. What if you feel you have special circumstances that should qualify you as an independent student even though you technically fall under the dependent student classification?

Take note of this screen:

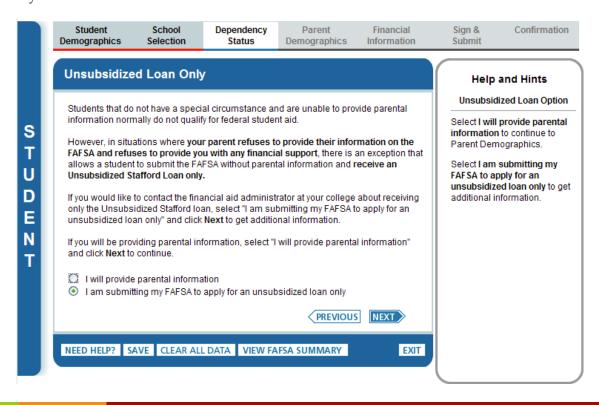


If you are classified as a dependent student, but you cannot provide parental information, click the appropriate button.

The FAFSA application will then ask you if you qualify for the special circumstances that would allow you to file as an independent student.



If you meet the special circumstances listed, you can proceed to file your FAFSA as an independent student. If you do not meet the circumstances, the FAFSA application will let you continue, but warns you that you will only qualify for an unsubsidized loan.



Parental Demographics | Step 7

Before you begin, who is a parent?

Obviously, if you live at home with your married parents, they are your parents. That said, there can be tremendous variation in family structure that the FAFSA tries to take into account. Let's look at how the FAFSA judges who are the parents, in order of precedence:

- If a parent is widowed or single, fill in the questions appropriately
- A step-parent (after marriage) is considered a parent from a financial aid perspective
- If the parents are divorced or separated, the parent is considered to be the one which the student lived with more (51% of the time or more) in the past 12 months
- If the student did not live with either parent in a divorced/separated situation, the parent is the one who contributed more financial assistance (51% or more of financial support) in the past 12 months
- If the student did not receive appreciably more support from one parent or another, the parent is the one who claims the student as a dependent on the IRS tax return
- If a student has had no contact with their parents, they must file the FAFSA and designate a special circumstance in the student section of the FAFSA application
- A foster parent, legal guardian, or a grandparent or other relative is not treated as a parent for the purpose of filing a FAFSA unless that person has legally adopted the applicant
- An adoptive parent is treated in the same manner as a biological parent on the FAFSA

Finally, a formatting note - you'll know that you're answering questions in the parent section because the application will turn purple. Any answers you provide should be from the prospective of the parent, not the student.

Parental Demographics

Demographic information collection begins in a similar manner to the student's information.

On the question of marital status and date (second question on the page), this is the most recent status date. For example, if your parents were married and got divorced later, this is the date of the divorce. If your parents were married, divorced, remarried, and separated, this is the date of separation.

Note as well that these are legal statuses, which means that you will need legal proof of parental status if questions arise on your FAFSA filing. In cases of separation where a parent is missing or out of contact, the student typically must seek to get the parental rights of the absentee parent terminated in a court of law in order to have the absentee parent's information excluded from the FAFSA (to increase eligibility for aid or file as an independent student). The generally accepted standard for abandonment of a child as grounds for termination of parental rights is one year of no contact from the parent and one year of no financial or material support from the parent.

Make sure you accurately answer household size (use the calculator if you need to) and the number of people in the household attending college. These are both questions that can impact how much your parents are expected to contribute to your education. This can get tricky in cases where you have step-brothers and step-sisters.

	Student Demographics	School Selection	Dependency Status	Parent Demographics	Financial Information	Sign & Submit	Confirmation
		Parent Demographics Information					and Hints ' Marital Status uestion 58
P A R E N	What is your pare Select Your parents' e-n	nail address	-			that describ	elect the answer es your <u>parents'</u> us as of today.
Т	Yes ONo Your parents' nui If you are not sur answer the ques	mber of family m e who is conside	embers in 2012-2 ered a family memi	013 (household siz ber, click Househol d			
	1		d stepparent, base	ed on their marital s	tatus		
	a) Your parents through June 3	30, 2013 or		r support from July ndency Status ques			
	than half of the	ir support, and 3		2) your parents pro continue to provide e 30, 2013			
	How many peopl 2012 and June 3			e college students			
	NEED HELP? SA	AVE CLEAR AL	L DATA VIEW FA	PREVIOU	S NEXT		

For situations involving divorce, children from other marriages, etc., first establish who your parent is. Next, count the number of people who receive more than half of their support from your parent/stepparent even if they do not live with you, unless they can answer yes to the FAFSA dependency questions.

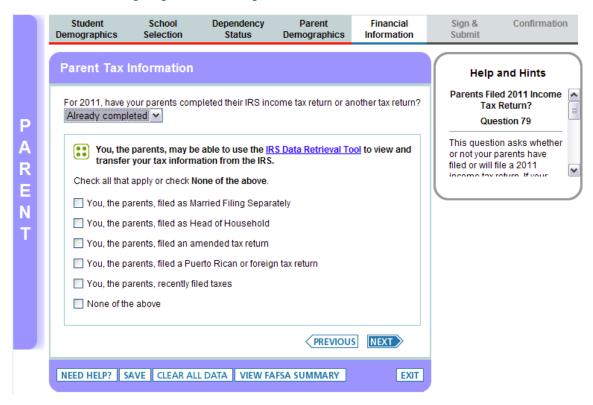
For example, let's say that you live in a household with a parent, a step-parent, yourself, and a step-brother. The step-brother does not live with you but derives most of his support from your parent and step-parent. Your household size is 4.

Let's take the same example, but now say that your step-brother has children of his own. Because he has dependents of his own, he would be considered an independent student on the FAFSA even if he's not going to college. Thus your household size is 3.

Parents' Finances and the FAFSA | Step 8

Parent Financial Information

Once you have completed basic demographics, you will go through and complete basic questions about your parents' financial information. These questions are identical to the student questions you completed earlier, but are from the perspective of the parent.

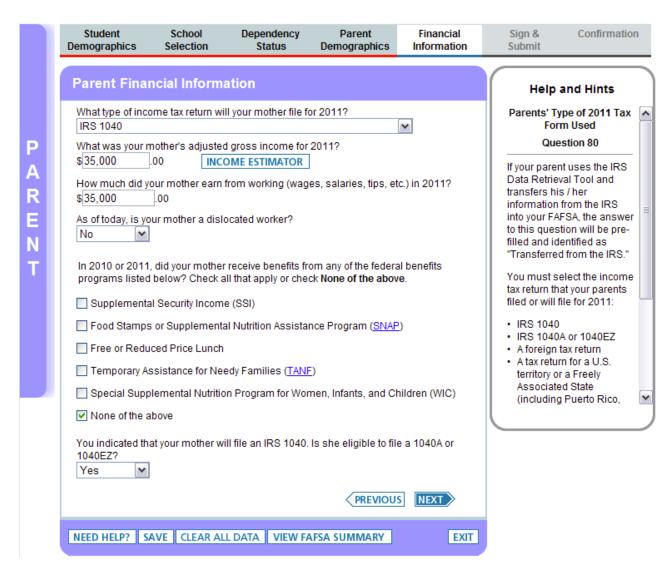


The same advice applies to your parents' finances as yours: filing a tax return (or at least fully completing one) will greatly simplify and speed up this part of the FAFSA. We recommend completing a full IRS 1040 tax form prior to doing this part of the FAFSA.

This year, parents and students have the option to use IRS Data Retrieval to auto-fill the tax section. Data retrieval will become available February 1. If you wish to file the FAFSA before then, you can estimate your tax information and use IRS Data Retrieval in the correction process later.

One set of questions that can cause some confusion is the set about federal benefits programs that your family may participate in. This question appears if you choose Don't Know about a parent being a dislocated worker. If anyone in your parents' household received benefits from the programs listed, check the appropriate boxes.

This question impacts some calculations of your Expected Family Contribution; receiving any of these programs' benefits may qualify you for an automatic zero EFC, meaning you won't be expected to pay for college out of pocket.



Is your parent a dislocated worker?

A dislocated worker is someone who meets ONE or more of the following:

- Lost their job or been laid off
- Is receiving unemployment benefits and is unlikely to return to a previous occupation. (like a telephone switchboard operator, for example)
- Is self employed but is unemployed due to economic conditions or natural disaster
- Is a displaced homemaker someone who previously provided unpaid services to the family, like a stay at home parent, is no longer supported by a partner, and is having trouble finding a job

A dislocated worker is NOT:

- Someone who quit
- Someone who got fired for cause
- Someone who just doesn't want to work

If you answer yes to this question, at some point you may be asked to provide proof that you are a dislocated worker. You will need your termination notice, unemployment benefits paperwork, and any other documentation you can have handy to demonstrate that you meet the conditions of being a dislocated worker.

For income tax paid in 2011, refer to line 55 on the IRS 1040 of the parents. Do not use line 75 ("Amount you owe").

For exemptions in 2011, refer to line 6D from the IRS 1040 of the parents. Chances are it will be the same number of people in the household.

There's a long laundry list of financial items besides wages that follow. Check the appropriate boxes for any that your parents have had in the past year. Note that some of the checkboxes will spawn additional tips and text boxes if you check them.



Remember that everything in this section deals with the finances of the parents!

Hope and Lifetime Learning Credits: check this if you claimed these in 2011. For parents of dependent students, chances are the parents have claimed the credits on their tax returns and not the student's tax return.

Child support paid: This is child support that the parent has paid to someone else to support their children. Work-study: If the parent has participated in the work-study program, enter that information here. Grant and scholarship aid: This is for taxable scholarship aid reported on the parent's tax forms. Chances are for parents of dependent students, taxable scholarship and grant aid was reported on the student's tax return and should not be reported here.

Combat pay: If you are a veteran or on active duty, indicate your combat pay here. Be sure you report the taxable portion of combat pay specified in Box 12, Code Q on your W-2. Do NOT use the amount from Box 1! Cooperative education program earnings: This is pay earned by the parent as an intern in a co-op program. Deferred pension and savings plans: This question deals with retirement savings usually administered by an employer. If your parent participates in a retirement plan of any kind at work, this should be on your W-2 form that they receive from their employer by the end of January of each year.

IRA deductions: This question deals with retirement savings usually set up by your parents. Your parent should receive tax forms from those plans each year; once they have done their full IRS 1040, copy the number from line 28.

Child support received: This is child support that the parent has received from someone else to support their children.

Tax exempt interest income: If your parent has earned interest on things like tax free savings bonds or other tax exempt financial services, grab line 8b from your IRS 1040. For some parents, a portion of college savings (if in the parent's name) may fall into this category; contact your financial planner or tax expert for clarification.

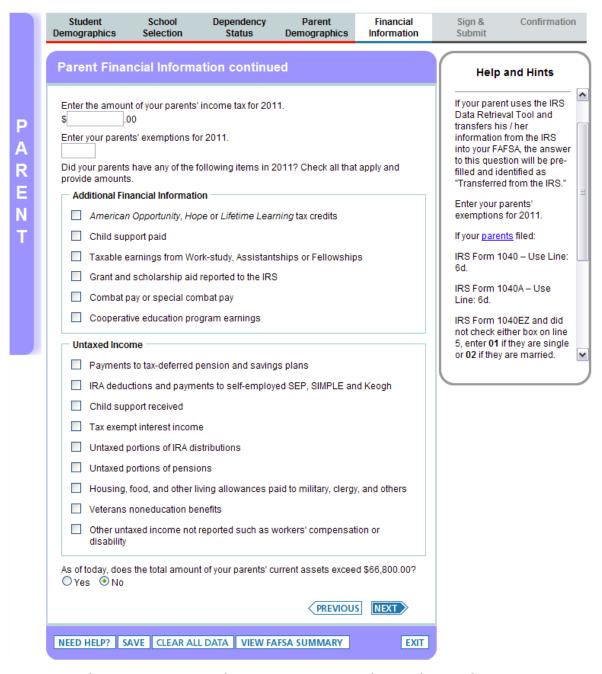
Unused portions of IRA distributions and untaxed portions of pensions: If your parent has received money from a retirement plan (cashed out), report the appropriate data from your IRS 1040. It is important to note that if your parent has rolled over a retirement plan from one company to another, or one plan to another, the rollovers do not count. Only cash in hand counts.

Allowances paid to clergy and military: If your parent receive any kind of stipend from the military, clergy, or other organization where you do not really get a salary, report that here.

Veterans non-education benefits: Detail your parent's veterans benefits here. This specifically excludes education benefits like the GI Bill. If your parent has any questions about veterans benefits, make sure they contact your VA education officer.

Other untaxed income: Other untaxed income is kind of vague. Some examples shown are worker's compensation or disability, but the more illustrative list is the list of what not to include, such as student aid (including scholarships), earned income credit, tax credits for children, welfare, Social Security, workforce investment, combat pay, flex savings plans, foreign income, and most other tax credits like special fuels. Chances are most people do not have anything to add here - if you think you might, you will want to consult a qualified financial planner.

Money paid on your behalf: Any money someone else is paying on your behalf goes here. Use common sense for this question - if someone paid rent for you, it should go here, but someone buying you a Big Mac and fries can safely be excluded.



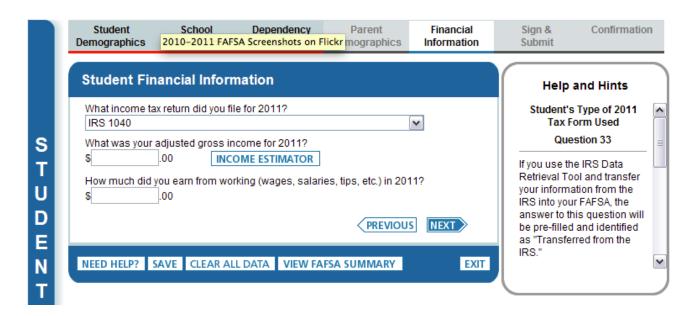
The final question in this section deals with money your parent has on hand. This financial data is as of the day your parent files the FAFSA. Thus, if your parent is paying rent and has their monthly rent in the checking account, that pile of cash will count against your family. If they paid rent the day before and there's nothing left in the checking account but crickets, that will work in your favor. Make sure your parent has as little cash in checking, savings, and other cash-equivalents as possible on the day you file your FAFSA.

Student Financial Information | Step 9

Student Financial Information

You should always file a tax return, even if you do not have any source of income. Filing tax returns of \$0 is actually a good thing, because it's additional documentation that you have no income, and therefore demonstrate need. If you need to contest the results of your FAFSA later, having tax returns showing little or no income will help you.

We now head into the most data-intensive portion of the FAFSA, student financial information. Just like the parent section, students will have the option to auto-fill their information using IRS Data Retrieval. After this process comes the Student Financial Information:



Tax tip: Beginning in 2010, there were some new tax breaks implemented for students. Required course materials are now deductible on your taxes, and the Hope Credit has been extended to four years instead of two. Consult IRS Publication 970 and a qualified tax professional for more information about claiming these benefits on your taxes.

The question about which tax form you will file is useful in that if you qualify for filing the 1040A or 1040EZ tax forms, some questions in the FAFSA process will be skipped, which can save you time. To answer the question about which tax form you will file, use these eligibility lists:

Tip: your local community bank or credit union may offer free or low cost financial planning including tax preparation. It is a good idea to take advantage of these

To qualify for the 1040EZ:

- Your total income is under \$100,000
- Your interest income is under \$1,500
- You have income only from wages, interest, unemployment compensation, and Alaska Permanent Fund dividends
- You and your spouse are under 65 years old
- Your filing status is single or married filing jointly.
- You do not have any adjustments to income
- You are claiming only the standard deduction
- You may claim the Earned Income Credit
- You are not claiming any other tax credits
- If you meet all of these conditions, you are eligible to file the 1040EZ; note this on your FAFSA.

To qualify for the 1040A:

- Your total income is under \$100,000
- Any age, any filing status
- You have income from wages, interest, dividends, capital gain distributions, IRA or pension distributions, unemployment compensation, or Social Security benefits
- You can claim the following adjustments to income: penalty for early withdrawal of savings, IRA contributions, student loan interest, and jury duty pay given to your employer
- You can claim the following tax credits: Child and dependent care credit, Credit for the elderly and disabled, Education credits, Retirement savings contributions credit, Child tax credit, and Earned income credit.

If you meet all of these conditions, you are eligible to to file the 1040A; note this on your FAFSA.

Regardless of which form you are eligible to file, when it comes to actually filing your taxes, you will probably want to use a full 1040 form to take advantage of various education tax credits, student loan interest deductions, and more. Contact a qualified tax professional to get the most out of filing your taxes.

On the question about your 2011 adjusted gross income, you will see an income estimator button.

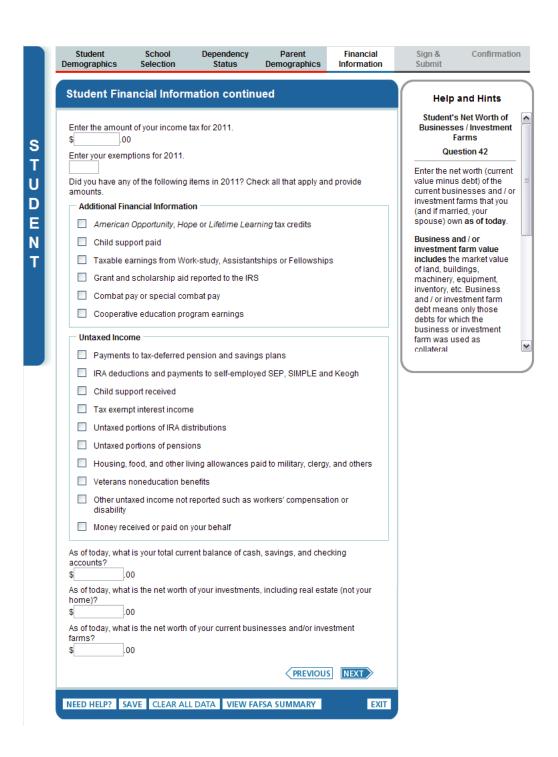
INCOME ESTIMATOR

Clicking on the button will open this calculator:

Wages, salaries, tips, etc. \$00
Interest income \$00
Dividends \$00
Other taxable income (alimony received, business and farm income, capital gains, pensions, annuities, rents, unemployment compensation, Social Security, Railroad Retirement, and all other taxable income) \$00
IRS-allowable adjustments to income (payment to IRA and Keogh Plans, one-half of self employment tax, self-employed health insurance deduction, interest penalty on early withdrawal of savings, alimony paid, and student loan interest deduction) \$ 00
CALCULATE

Note that this calculator for estimating your 2011 adjusted gross income is NOT as good as completing a 1040 tax form! Completing a 1040 tax form will give you a better idea of what adjustments can be made to your income, such as tuition and fees deductions and student loan interest. Your adjusted gross income is line 37 on the IRS 1040.

For the question on how much you earned from working, use the number from Box 1 on your W-2 or your total raw pay from your pay stubs to answer this. Do NOT use adjusted gross income, total tax, or anything other than wages earned from work.



Student Tax Information Required | Step 10

Student Taxes and Financial Information, Part 2

For income tax paid in 2011, refer to line 55 on the IRS 1040. Do not use line 75 ("Amount you owe"). This is a common and costly mistake. You want to use the amount of taxes you actually owe, as this offsets your income on the FAFSA.

For exemptions in 2011, this is line 6D from the IRS 1040. If you are claimed as a dependent on someone else's taxes (NOT the same as FAFSA dependent student), this is zero.

Student Financial Information continued	
Enter the amount of your income tax for 2011. s	
Enter your exemptions for 2011.	

There's a long laundry list of financial items besides wages that follow. Check the appropriate boxes for any that you have had in the past year. Note that some of the checkboxes will spawn additional tips and text boxes if you check them.

Hope and Lifetime Learning Credits: check this if you claimed these in 2009.

Child support paid: If you have children, this is child support that you, the student, have paid to someone else to support your children.

Work-study: Your taxable earnings from Federal Work Study will be listed on your pay stub from your college job.

Grant and scholarship aid: This is for taxable scholarship aid reported in your adjusted gross income. Scholarships are tax free if used at a qualified educational institution and is used solely for tuition, fees, and required supplies. Using scholarship funds for room and board makes that portion of a scholarship taxable income. Ultimately, what is reported as taxable or tax free is your responsibility.

Combat pay: If you are a veteran or on active duty, indicate your combat pay here. Be sure you report the taxable portion of combat pay specified in Box 12, Code Q on your W-2. Do NOT use the amount from Box 1!

Cooperative education program earnings: Some schools have co-op programs where you work as an intern while still enrolled. This is pay earned as an intern in a co-op program. If you work for that company outside of your internship, your pay stub will likely have the different forms of pay split out. If it's just an internship, this will be just your pay stub.

Deferred pension and savings plans: This question deals with retirement savings usually administered by an employer. If you participate in a retirement plan of any kind at work, this should be on your W-2 form that you receive from your employer by the end of January of each year.

IRA deductions: This question deals with retirement savings usually set up by you or your parents. You should receive tax forms from those plans each year; once you have done your full IRS 1040, copy the number from line 28.

Child support received: If you have children, this is child support that you, the student, have received from someone else to support your children.

Tax exempt interest income: If you have earned interest on things like tax free savings bonds or other tax exempt financial services, grab line 8b from your IRS 1040. For some students, a portion of your college savings may fall into this category; contact your financial planner or tax expert for clarification.

Unused portions of IRA distributions and untaxed portions of pensions: If you have received money from a retirement plan (cashed out), report the appropriate data from your IRS 1040. It is important to note that if you have rolled over a retirement plan from one company to another, or one plan to another, the rollovers do not count - only cash in hand counts.

Allowances paid to clergy and military: If you receive any kind of stipend from the military, clergy, or other organization where you do not really get a salary, report that here.

Veterans non-education benefits: Detail your veterans benefits here. This specifically excludes education benefits like the GI Bill. If you have any questions about veterans benefits, make sure you contact your VA education officer.

Other untaxed income: Other untaxed income is kind of vague. Some examples shown are worker's comp or disability, but the more illustrative list is the list of what not to include, such as student aid (including scholarships), earned income credit, tax credits for children, welfare, Social Security, workforce investment, combat pay, flex savings plans, foreign income, and most other tax credits like special fuels. Chances are most people do not have anything to add here - if you think you might, you will want to consult a qualified financial planner.

Money paid on your behalf: Did your grandparents pay for college or expenses? Any money someone else is paying on your behalf goes here. Use common sense for this question - if someone paid rent for you, it should go here, but someone buying you a Big Mac and fries can safely be excluded.

The final set of questions in this section deals with money you have on hand. This financial data is as of the day you file your FAFSA. Thus, if you are paying rent and have your monthly rent in your checking account, that pile of cash will count against you. If you paid rent the day before and there's nothing left in your checking account but crickets, that will work in your favor. Make sure you have as little cash in checking, savings, and other cash-equivalents as possible on the day you file your FAFSA.

Do you war O Yes 🏻 🎑	nt to skip questions No	about your ass	ets?		
As of today, accounts?	, what is your total o	current balance o	of cash, savir	ngs, and check	ing
\$.00				
As of today, home)?	, what is the net wo	rth of your invest	ments, inclu	ding real estat	e (not your
\$.00				
As of today, farms?	, what is the net wo	rth of your currer	nt businesse	s and/or invest	tment
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				PREVIOUS	NEXT

Complete and Sign your Form | Step 11

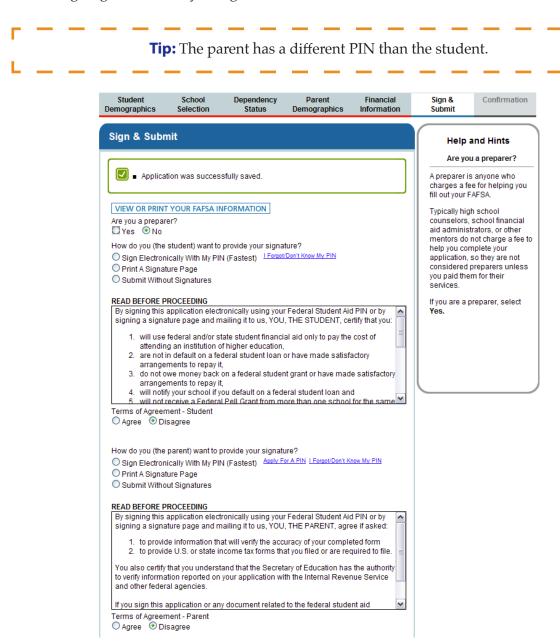
Signing and completing your FAFSA

Once you have answered questions about your finances, you will be asked to sign and submit your FAFSA, along with your parent if you are a dependent student.

Be sure to have your PIN ready and use exactly the same information you used on Step 1. Also ensure that you answer No to the question "Are you a preparer?" as this specifically refers to financial consultants, FAFSA preparation services, and other financial professionals.

Once you finish this page, if you are a dependent student, your parent will be asked to do the same.

Note that student and parents can choose three different options for signing the FAFSA. In terms of speed and correctness, signing electronically using a PIN is the best choice.

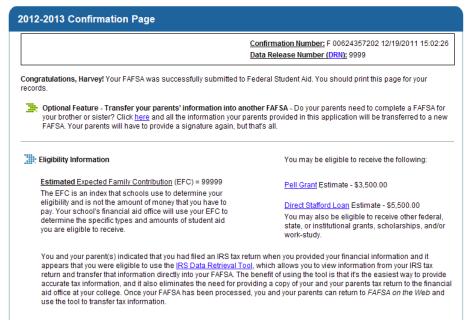


After the FAFSA | Step 12

What to do after the FAFSA is filed

Once you have completed your FAFSA and submitted it, you will get an initial estimate of your financial aid

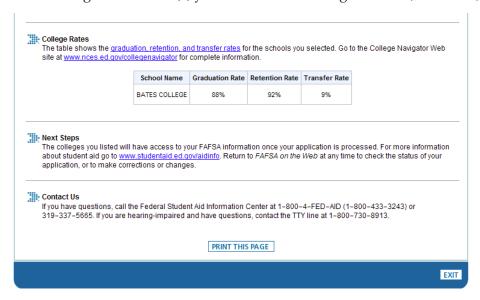
eligibility:



The EFC or Expected Family Contribution printed on this page, assuming that the FAFSA filing went well, is a small part of your overall financial aid. This page also contains all your confirmation data, so make sure you print a copy or two for your records.

Take note below your confirmation information - for parents of dependent students, there's an option to reuse all the parental information in a new FAFSA application, helping to reduce the amount of time you will spend on filing the FAFSA for siblings.

Finally, you will find a listing of the school(s) you selected and their graduation, retention, and transfer rates:



This concludes our tour of the 2012-2013 FAFSA Form! Now that you've read the entire guide, get started filing your FAFSA!