



Tips for Completing Your Free Application for Student Aid (FAFSA)

We know that filling out the Free Application for Federal Student Aid (FAFSA) can be confusing. After working with students over the years, we've learned ways to simplify this process. The following tips will help you with completing your FAFSA and help make the Federal Financial Aid* process easier for you and your family.

Tax-Related Items

1. **DO MAKE AN ATTEMPT** to have completed and filed federal income taxes before completing the FAFSA. Also make sure you keep a copy handy in case we request it at a later time.
2. **DO MAKE SURE** to list the correct tax form you used (1040, 1040A or 1040EZ), and to answer the question correctly on the FAFSA.
3. **DON'T** simply list your adjusted gross income (AGI) when asked for income earned from work. Make sure you review the information on your W-2s and add the income earned listed on your W-2s.
4. **DO MAKE SURE** to enter the correct amount for taxes paid. Enter the amount from line 35 on the Federal Tax 1040A form or line 57 on the Federal Tax 1040 form.
5. **DON'T** add up student and spouse information for AGI, tax liability, exemptions, earned income and additional child tax credit from separate returns.

Worksheets A, B and C

6. **DO MAKE SURE** to fill in your random income on the correct worksheets. If boxes for Supplemental Security Income (SSI), Temporary Assistance for Needy Families (TANF) or Food Stamps are checked, **DON'T** leave these amounts blank on worksheet A.
7. **DON'T** leave any blanks on income questions; worksheets A, B or C; or any asset questions such as net worth, savings and investments. Fill in zero if the question does not apply.
8. **DO MAKE SURE** to put down the correct amount of cash support received but not reported on worksheet B.
9. **DO MAKE SURE** to include any combat pay, Basic Allowance for Subsistence (BAH) or Basic Allowance for Housing (BAS) on worksheet B.
10. **DON'T** put monthly amounts on worksheets A, B or C; these must be **YEARLY** amounts.

Other Items

11. **DO MAKE SURE** to answer the Dependency questions correctly in section 2 of the FAFSA.

12. **DO MAKE SURE** to accurately fill in all questions based on the day you fill out the FAFSA.
13. **IF** you are separated or divorced, **DO MAKE SURE** to **SEPARATE** out your spouse's information from your joint return.
14. **DO MAKE SURE** to fill in the Selective Services question (if you are male).
15. **DO MAKE SURE** your Marital Status and Marital Status Date are filled in, and they are consistent with the answers you gave in section 1 of the FAFSA.
16. **DO MAKE SURE** to be consistent with numbers for Household Size, Number in College and Dependents.
17. **DO MAKE SURE** to enter the first letter of your Mom or Dad's first name. Without this letter, the Security Administration can't confirm the name and date of birth of your parents.
18. **DON'T** submit any forms without a signature (parent and/or student).
19. **DON'T** forget to use your PIN to sign the FAFSA.
20. **DO** remember if you have questions to contact us at (877) 817-9525.