



FAFSA Completion Workshop

This is a hands-on workshop that will provide students and their families with actual, real time assistance in completing the FAFSA. Stand By Me staff and trained volunteers will provide one on one advice.

November 15th

December 20th

January 24th

February 14th

March 21st

April 18th

Location: Rm. S208

3:00 pm-6:00 pm

To complete the Free Application for Federal Student Aid (FAFSA), you will need:

- Your Social Security Number.
- Your Alien Registration Number (if you are not a U.S. citizen)
- Your federal income tax returns, W-2s, and other records of money earned. ...
- Bank statements and records of investments (if applicable)



Parents and Students: How to Prepare for a FAFSA Completion Workshop

Gather the Documents Needed to Apply

The FAFSA asks for information about you (your name, date of birth, address, etc.) and your financial situation. Depending on your circumstances (for instance, when you filed taxes or what tax form you used), you might need the following information or documents as you fill out the FAFSA:

- Your Social Security number (it's important that you enter it correctly on the FAFSA!)
- Your parents' Social Security numbers if you are a dependent student
- Your driver's license number if you have one
- Your Alien Registration Number if you are not a U.S. citizen
- 2016 Federal tax information or tax returns including IRS W-2 information, for you (and your spouse, if you are married), and for your parents if you are a dependent student:
 - IRS 1040, 1040A, 1040EZ
 - Foreign tax return and/or
 - Tax return for Puerto Rico, Guam, American Samoa, the U.S. Virgin Islands, the Marshall Islands, the Federal States of Micronesia or Palau
- Records of your untaxed income (such as child support received, interest income, and veterans non-education benefits) for you and for your parents if you are a dependent student
- Information on cash, savings and checking account balances, investments (including stocks and bonds and real estate but not including the home in which you live), and business/farm assets for you and for your parents if you are a dependent student.

The FAFSA asks for financial information, including balances of savings and checking accounts and information from tax forms.

- Use income records for 2016. Those are the taxes you filed this past April (2017). 2016 taxes are the only tax records that will be used.
- If you filed 2016 taxes, consider the option to use the IRS Data Retrieval Tool (IRS DRT). This will automatically populate the application with your tax information.
- If your financial situation has dramatically changed since last year (new job, loss of job, death in the family, etc), you should provide the 2016 information and then call the school to explain any changes.

Completion of the FAFSA requires both student and one parent to create an FSA ID.

- You may want to do this prior to the FAFSA Workshop.
- Go to www.fsaaid.gov to do this.
- You will need your SS# and email.
- Student and parent must have SEPARATE FSA ID's and DIFFERENT EMAIL ADDRESSES.
- Keep a WRITTEN RECORD of the information used to create your FSA ID. It's easy to forget!



COMPLETING THE FAFSA WITH \$TAND BY ME

FSA ID:

- Student must first create an FSA ID (fsaid.ed.gov) using a valid and accurate social security number. Student should create own FSA ID without parental assistance. Use FSA ID card to record information. If the social security number is inaccurate, then you will have to start over.
- If a parent is involved and has a valid social security number, then one parent should create an FSA ID without child's assistance. Use FSA ID card to record information. (A parent without a social security number can't create an FSA ID, but **can** complete the FAFSA.

Starting a FAFSA:

- Go to fafsa.ed.gov and "Start a New FAFSA" if you have not yet started.
- Enter student's FSA ID (left-hand side of screen) to log in to the FAFSA.
- Select 2018-19 FAFSA. If you choose the wrong year, you will have to start over.
- Always use the Helpful Hints to correctly complete the FAFSA. Raise your hand any time for help.

Student Information:

- Selective Service (males only): choose "Register Me".
- Grade Level: "Never Attended College / 1st Year".
- Degree: 1st bachelor's degree, associate's degree, certificate, or diploma
- Interested in Work Study? Select "Yes". You do NOT have to accept it once on campus.

College Choice:

- When selecting colleges and/or trade schools, include ALL SCHOOLS YOU ARE CONSIDERING (even schools to which you have not yet applied).
- To maximize eligibility for state funding, students are encouraged to include all public Delaware colleges.

Parents, Dependency, Independency:

- Dependency Status: if the student answers "Yes" to any of these questions, please raise your hand and speak with a \$tand By Me rep.
- Who is my parent when I fill out my FAFSA? Use the Helpful Hints at the top-right of the computer screen to help answer this. The following people are **not** your parents unless they have legally adopted you: grandparents, foster parents, legal guardians, aunts, uncles, brothers, sisters and widowed step-parent.

Family Income:

- When possible, families should use the IRS Data Retrieval Tool to populate the financial numbers.
- You will need to manually enter your income earned from work from your W-2 forms if you are married and file a JOINT federal income tax return as a married couple when you use the IRS Data Retrieval Tool (DRT). So remember to have this information available when completing the FAFSA. Single applicants and single parents will continue to have their income earned from work transferred from the IRS automatically into their FAFSA form when they use the IRS Data Retrieval Tool (DRT).
- You must use 2016 tax return data. If your financial and family circumstances have changed since you filed (death in the family, loss of employment, etc.), you have a "Special Circumstance" and must contact the school(s) to explain. They may request additional data. Ask a staff member or volunteer for information.
- You also will need to manually enter any "rollover amount" from an IRA distribution that was reported on your federal income tax return. Keep a copy of your federal income tax return (and all associated Schedules) when completing the FAFSA.

Signing the FAFSA:

- Student should be able to electronically sign at the end.
- If parent has an FSA ID, it should be used to electronically sign the FAFSA. Parents without an FSA ID should speak with a rep.
- **Do not submit until a \$tand By Me rep has reviewed your FAFSA. Raise your hand when you are at that point.**

For more information, call 302-255-9621
or visit www.standbyme.org.