

## **Parents Guide To Completing the FAFSA**

**You will need your child's social security #, your social security #, and your tax information.**

1. **Create an account (FSA ID) - fsaid.ed.gov**

*An FSA ID is needed for both the student and parent to complete and sign the FAFSA. Keep your FSA ID in a safe place, you will need an email and or cell phone to complete this step.*

*If you or an older child has completed the FAFSA recently, you will already have an FSA ID.*

Go to **fsaid.ed.gov** to create your FSA ID.

2. **Go to fafsa.gov**

If your student has started the FAFSA - You will click LOG IN (RETURNING USER?)

If your student has not begun the FAFSA - You will click START HERE (NEW TO THE FAFSA PROCESS?)

3. **Student Demographics**

Your student may have started or even finished this section. It is quick and easy.

4. **Fill Out The Parent Demographic Section**

This is where you will answer questions about your child's dependency status. (Single, Divorced, Remarried)

5. **Supply your financial information**

This step has gotten a lot easier thanks to the IRS data retrieval tool. You can link your taxes via the tool, or enter the information manually.

If you choose to enter manually you will enter the form will tell you exactly which line you will need to enter from your tax return.

6. **Sign Your Childs FAFSA**

Using your FSAID you will now sign the FAFSA

7. **Congrats, you are finished!**

**If your student has not completed the student portion they can come by Upward Bound anytime and fill it out.**