



# Class of 2020

## How to Fill Out the FAFSA . . . Step by Step

Complete the FAFSA at: [FAFSA at fafsa.gov](https://fafsa.gov) **\$Never pay to apply\$**

### **FAFSA ITEMS NEEDED:**

- FSA ID - Student's electronic signature - create an FSA ID prior to FAFSA submission at [fsaid.ed.gov](https://fsaid.ed.gov).
- FSA ID - One parent's electronic signature - create an FSA ID prior to FAFSA submission at [fsaid.ed.gov](https://fsaid.ed.gov).
- Your Social Security Number Your Parents' Social Security numbers if you are providing parent information.
- Your driver's license number if you have one.
- Your Alien Registration Number if you are not a U.S. citizen.
- 2017 Federal tax information or tax returns including IRS W-2 information, for you and for your parents if you are providing parent information.

### **Step One (Student Section ONLY):**

For questions 1-31, leave any questions that do not apply to you (the student) blank.

1. Last Name
2. First Name
3. Middle Initial
4. Your mailing address: Number and Street
5. City (and country if not U.S.)
6. State
7. ZIP code (5 digits)
8. Your Social Security Number
9. Your date of birth
10. Your telephone number
11. Your driver's license number and driver's license state (if you have one)
12. Driver's license state (the state who issued your driver's license).
13. **Your e-mail address.** If you provide your e-mail address, we will communicate with you electronically. For example, when your FAFSA has been processed, you will be notified by e-mail. Your e-mail address will also be shared with your state and the colleges listed on your FAFSA to allow them to communicate with you. If you do not have an e-mail address, leave this field blank.
14. Are you a U.S. citizen? Mark only one.
15. Alien Registration Number (Only if it applies)
16. What is your marital status as of today? (Are you married, single, or divorced)
17. Month and year you were married, remarried, separated, divorced or widowed.
18. What is your state of legal residence? (Where do you live now)
19. Did you become a legal resident of this state before January 1, 2013?

20. If the answer to question 19 is “No,” give month and year you became a legal resident of that state.
21. Are you male or female?
22. If female, skip to question 23. Most male students must register with the Selective Service System to receive federal aid. If you are male, age 18-25, and have not registered, fill in the circle and we will register you.
23. Have you been convicted for the possession or sale of illegal drugs for an offense that occurred while you were receiving federal student aid (such as grants, work-study, or loans)?

**Some states and colleges offer aid based on the level of schooling your parents completed.**

24. Highest school completed by Parent 1 (What is the highest level of education completed)
25. Highest school completed by Parent 2 (What is the highest level of education completed)
26. What will your high school completion status be when you begin college in the **2020-2021** school year? (**High School Diploma is the answer**)
27. What is the name of the high school where you received or will receive your high school diploma? Enter the complete high school name, and the city and state where the high school is locate. **New Manchester High School**

**4925 Highway 92/166  
Douglasville, Georgia 30135**

28. Will you have your first bachelor's degree before you begin the **2020-2021** school year? (**Click No**).
29. What will your college grade level be when you begin the **2020-2021** school year? (**Click, Never attended college and 1st year undergraduate**).
30. What degree or certificate will you be working on when you begin the **2020-2021** school year? (**Click 1st bachelor's degree**).
31. Are you interested in being considered for work-study? (**The answer SHOULD BE YES!!**)

**Step Two (Student): Answer questions 32–58 about yourself (the student). If you were never married, or are separated, divorced or widowed and are not remarried, answer only about yourself. If you are married or remarried as of today, include information about your spouse.**

32. For **2018**, have you (the student) completed your IRS income tax return or another tax return listed in question 33?
33. What income tax return did you file or will you file for **2018**?
34. For **2018**, what is or will be your tax filing status according to your tax return. (**Single**)
35. If you have filed or will file a 1040, were you eligible to file a 1040A or 1040EZ?

**For questions 36–45, if the answer is zero or the question does not apply to you, enter 0. Report whole dollar amounts with no cents.**

36. What was your (and spouse's) adjusted gross income for **2018**? Adjusted gross income is on IRS Form 1040—line 37; 1040A—line 21; or 1040EZ—line 4.
37. Enter your (and spouse's) income tax for **2018**. Income tax amount is on IRS Form 1040—line 56 minus line 46; 1040A—line 28 minus line 36; or 1040EZ—line 10.
38. Enter your (and spouse's) exemptions for **2018**. Exemptions are on IRS Form 1040—line 6d or Form 1040A—line 6d. For Form 1040EZ.

**Questions 39 and 40 ask about earnings (wages, salaries, tips, etc.) in **2018**. Answer the questions whether or not a tax return was filed. This information may be on the W-2 forms or on the tax return selected in question 33: IRS Form 1040—lines 7 + 12 + 18 + Box 14 (Code A) of IRS Schedule K-1 (Form 1065); 1040A—line 7; or 1040EZ—line 1. If any individual earning item is negative, do not include that item in your calculation**

39. How much did you earn from working in **2018**?
40. How much did your spouse earn from working in **2018**?
41. As of today, what is your (and spouse's) total current balance of cash, savings, and checking accounts? Don't include student financial aid.
42. As of today, what is the net worth of your (and spouse's) investments, including real estate? Don't include the home you live in.

43. As of today, what is the net worth of your (and spouse's) current businesses and/or investment farms? Don't include a family farm or family business with 100 or fewer full-time or full-time equivalent employees.
44. Student's **2018** Additional Financial Information (Enter the combined amounts for you and your spouse.)  
**\$0 (a-f)**
45. Student's **2018** Untaxed Income (Enter the combined amounts for you and your spouse.)

**Step Three (Student):** Answer the questions in this step to determine if you will need to provide parental information. Once you answer "Yes" to any of the questions in this step, skip Step Four and go to Step Five.

46. Were you born before January 1, 1995?
47. As of today, are you married? (Also answer "Yes" if you are separated but not divorced.)
48. At the beginning of the **2020-2011** school year, will you be working on a master's or doctorate program (such as an MA, MBA, MD, JD, PhD, EdD, graduate certificate, etc.)? **No**
49. Are you currently serving on active duty in the U.S. Armed Forces for purposes other than training?
50. Are you a veteran of the U.S. Armed Forces? **No**
51. Do you now have or will you have children who will receive more than half of their support from you between **July 1, 2019** and **June 30, 2020**? **No**
52. Do you have dependents (other than your children or spouse) who live with you and who receive more than half of their support from you, now and through **June 30, 2020**?
53. At any time since you turned age 13, were both your parents deceased, were you in foster care or were you a dependent or ward of the court?
54. As determined by a court in your state of legal residence, are you or were you an emancipated minor?
55. Does someone other than your parent or stepparent have legal guardianship of you, as determined by a court in your state of legal residence?
56. At any time on or after **July 1, 2018**, did your high school or school district homeless liaison determine that you were an unaccompanied youth who was homeless or were self-supporting and at risk of being homeless?
57. At any time on or after **July 1, 2018**, did the director of an emergency shelter or transitional housing program funded by the U.S. Department of Housing and Urban Development determine that you were an unaccompanied youth who was homeless or were self-supporting and at risk of being homeless?
58. At any time on or after **July 1, 2018**, did the director of a runaway or homeless youth basic center or transitional living program determine that you were an unaccompanied youth who was homeless or were self-supporting and at risk of being homeless?

**Step Four (Parent):** Complete this step if you (the student) answered "No" to all questions in Step Three.

59. As of today, what is the marital status of your parents?
60. Month and year they were married, remarried, separated, divorced or widowed.

**What are the Social Security Numbers, names and dates of birth of the parents reporting information on this form?**

- a. If your parent does not have a Social Security Number, you must enter 000-00-0000.
- b. If the name includes a suffix, such as Jr. or III, include a space between the last name and suffix. Enter two digits for each day and month (e.g., for May 31, enter 05 31).

**(Parent #1)**

61. SOCIAL SECURITY NUMBER
62. LAST NAME
63. FIRST INITIAL
64. DATE OF BIRTH

**(Parent #2)**

65. SOCIAL SECURITY NUMBER
66. LAST NAME
67. FIRST INITIAL
68. DATE OF BIRTH

69. **Your parents' e-mail address.** If you provide your parents' e-mail address, we will let them know your FAFSA has been processed. This e-mail address will also be shared with your state and the colleges listed on your FAFSA to allow them to electronically communicate with your parents
70. What is your parents' state of legal residence (**Where do your parents live now**)?
71. Did your parents become legal residents of this state before January 1, 2013?
72. 2. If the answer to question 71 is "No," give the month and year legal residency began for the parent who has lived in the state the longest
73. How many people are in your parents' household? Include
- yourself, even if you don't live with your parents,
  - your parents,
  - your parents' other children (even if they do not live with your parents) if (a) your parents will provide more than half of their support between **July 1, 2019** and **June 30, 2020**, or (b) the children could answer "No" to every question in Step Three on page 5 of this form, and
  - Other people if they now live with your parents, your parents provide more than half of their support and your parents will continue to provide more than half of their support between **July 1, 2019** and **June 30, 2020**.
74. How many people in your parents' household (from question 73) will be college students between **July 1, 2019** and **June 30, 2020**?
- Always count yourself as a college student.
  - Do not include your parents.
  - Do not include siblings who are in U.S. military service academies. You may include others only if they will attend, at least half-time in **2019-2020**, and a program that leads to a college degree or certificate.

At any time during **2019 or 2020**, did you, your parents, or anyone in your parents' household (from question 73) receive benefits from any of the federal programs listed? **Mark all that apply.** Medicaid or Supplemental Security Income

75. Medicaid or Supplemental Security Income (SSI)
76. Supplemental Nutrition Assistance Program (SNAP)
77. Free or Reduced Price School Lunch
78. Temporary Assistance for Needy Families (TANF)
79. Special Supplemental Nutrition Program for Women, Infants, and Children (WIC)

**If your answer to question 59 was "Unmarried and both legal parents living together," contact 1-800-433-3243 for assistance with answering questions 80-94.**

80. For **2018**, have your parents completed their IRS income tax return or another tax return listed in question 81?
81. What income tax return did your parents file or will they file for **2018**? (What type of tax income did they file)
82. For **2018**, what is or will be your parents' tax filing status according to their tax return? Example: **Single, Marries, or etc.**
83. If your parents have filed or will file a 1040, were they eligible to file a 1040A or 1040EZ?
84. As of today, is either of your parents a dislocated worker? (Do your parents live somewhere else besides GA)

For questions 85–94, if the answer is zero or the question does not apply, enter 0. Report whole dollar amounts with no cents.

85. What was your parents' adjusted gross income for **2018**? Adjusted gross income is on IRS Form 1040—line 37; 1040A—line 21; or 1040EZ—line 4.

86. Enter your parents' income tax for 2016. Income tax amount is on IRS Form 1040—line 56 minus line 46; 1040A—line 28 minus line 36; or 1040EZ—line 10.
87. Enter your parents' exemptions for **2018**. Exemptions are on IRS Form 1040—line 6d or on Form 1040A—line 6d. For Form 1040EZ

Questions 88 and 89 ask about earnings (wages, salaries, tips, etc.) in **2018**. Answer the questions whether or not a tax return was filed.

88. How much did Parent 1 (father/mother/stepparent) earn from working in **2018**?
89. How much did Parent 2 (father/mother/stepparent) earn from working in **2018**?
90. As of today, what is your parents' total current balance of cash, savings, and checking accounts? **Don't include student financial aid.**
91. As of today, what is the net worth of your parents' investments, including real estate? **Don't include the home in which your parents live.**
92. As of today, what is the net worth of your parents' current businesses and/or investment farms? **Don't include a family farm or family business with 100 or fewer full-time or full-time equivalent employees.**
93. **Parents' 2018 Additional Financial Information (Enter the amounts for your parent[s])**

- Education credits (American Opportunity Tax Credit and Lifetime Learning Tax Credit). \$ \_\_
- Child support paid because of divorce or separation or as a result of a legal requirement. Don't include support for children in your parents' household, as reported in question 73. \$ \_\_
- Your parents' taxable earnings from need-based employment programs, such as Federal Work-Study and need-based employment portions of fellowships and assistantships. \$ \_\_
- Your parents' taxable college grant and scholarship aid reported to the IRS as income. Includes AmeriCorps benefits (awards, living allowances and interest accrual payments), as well as grant and scholarship portions of fellowships and assistantships. \$ \_\_
- Combat pay or special combat pay. Only enter the amount that was taxable and included in your parents' adjusted gross income. Don't include untaxed combat pay. \$ \_\_
- Earnings from work under a cooperative education program offered by a college. \$ \_\_

94. **Parents' 2019 Untaxed Income (Enter the amounts for your parent[s].)**

- Payments to tax-deferred pension and retirement savings plans \$ \_\_
- IRA deductions and payments to self-employed SEP, SIMPLE, Keogh and other qualified plans from IRS Form. \$ \_\_
- Child support received for any of your parents' children. Don't include foster care or adoption payments. \$ \_\_
- Tax exempt interest income from IRS Form \$ \_\_
- Untaxed portions of IRA distributions from IRS. \$ \_\_
- Untaxed portions of pensions from IRS Form. \$ \_\_
- Housing, food and other living allowances paid to members of the military, clergy and others (**including cash payments and cash value of benefits**). Don't include the value of on-base military housing or the value of a basic military allowance for housing. \$ \_\_
- Veteran's noneducation benefits, such as Disability, Death Pension, or Dependency & Indemnity Compensation (DIC) and/or VA Educational Work-Study allowances. \$ \_\_
- Other untaxed income not reported in items 94a through 94h, such as workers' compensation, disability benefits, etc. Also include the untaxed portions of health savings accounts from IRS Form \$ \_\_

**Step Five (Student Section): Complete this step only if you (the student) answered "Yes" to any questions in Step Three.**

95. **How many people are in your household? Include:**

- Yourself (and your spouse)
- Your children, if you will provide more than half of their support between **July 1, 2019** and **June 30, 2020**, even if they do not live with you.
- Other people if they now live with you, you provide more than half of their support and you will continue to provide more than half of their support between **July 1, 2019** and **June 30, 2020**.



96. How many people in your (and your spouse's) household (from question 95) will be college students between **July 1, 2019** and **June 30, 2020**?
- Always count yourself as a college student.
  - Do not include family members who are in U.S. military service academies.
  - Include others only if they will attend, at least half-time in 2019-2020, and a program that leads to a college degree or certificate.

**At any time during 2019 or 2020, did you (or your spouse) or anyone in your household (from question 95) receive benefits from any of the federal programs listed? Mark all that apply**

97. Medicaid or Supplemental Security Income (SSI)  
 98. Supplemental Nutrition Assistance Program (SNAP)  
 99. Free or Reduced Price School Lunch  
 100. Temporary Assistance for Needy Families (TANF)  
 101. Special Supplemental Nutrition Program for Women, Infants, and Children (WIC)

**Step Six (Student):** Indicate which colleges you want to receive your FAFSA information. Enter the six-digit federal school code and your housing plans for each college or school you want to receive your FAFSA information.

- You can find the school codes at [fafsa.gov](http://fafsa.gov) or by calling **1-800-433-3243**. If you cannot obtain a code, write in the complete name, address, city and state of the college.
- If you want more schools to receive your FAFSA information, read **What is the FAFSA?** on page 2. All of the information you included on your FAFSA, with the exception of the list of colleges, will be sent to each of the colleges you listed.
- In addition, all of your FAFSA information, including the list of colleges, will be sent to your state grant agency. For federal student aid purposes, it does not matter in what order you list your selected schools. However, the order in which you list schools may affect your eligibility for state aid. Consult your state agency or [StudentAid.gov/order](http://StudentAid.gov/order) for details.

1st FEDERAL SCHOOL CODE		OR	NAME OF COLLEGE ADDRESS AND CITY		STATE	HOUSING PLANS	
103. a	<input type="text"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	103. b on campus <input type="radio"/>
103. c	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	103. d on campus <input type="radio"/>	with parent <input type="radio"/>
103. e	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	103. f on campus <input type="radio"/>	with parent <input type="radio"/>
103. g	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	103. h on campus <input type="radio"/>	with parent <input type="radio"/>
						off campus <input type="radio"/>	off campus <input type="radio"/>

**Step Seven (Student and Parent):** Read, sign and date

