

FILE THE 2023-2024 FAFSA

*Eligibility Requirement

DEADLINE TO FILE: MARCH 1, 2023

Create Your FSA ID

In order to file the Free Application for Federal Student Aid (FAFSA), you will be required to create an FSA ID. The FSA ID gives you access to Federal Student Aid's online systems and serves as your legal signature for your FAFSA. You, as a student, will need to use your personal information to create your FSA ID. One of your parents will be required to create their own FSA ID to sign your FAFSA as well. Your parent must use their personal information to create an FSA ID. This means the student and one of the student's parents will each have their own unique FSA IDs and cannot use the same email address.

You can create your FSA ID any time before you file the FAFSA. You and your parent are encouraged to create your FSA IDs as soon as possible to avoid delays with the completion of your FAFSA.

Please remember that creating your FSA ID is NOT the same as filing your FAFSA. If you create an FSA ID but do not file the 2023-2024 FAFSA by March 1, 2023, you will no longer be eligible for TN Promise.

Steps to Create Your FSA ID

Visit [StudentAid.gov](https://studentaid.gov) and follow these steps to create your FSA ID. If you have questions during the process, click on the grey question marks next to each field for additional information.

1. Select the **Create Account** button.
2. On the **Create an Account (FSA ID)** page, select the **Get Started** button.
3. Provide personal identification information. Click **Continue**.
 - Make sure your Social Security number (SSN), date of birth and name match what is on your Social Security card.
 - You must have a SSN to create an account username and password.
4. Create your account username and password. Click **Continue**.
 - Your password will be case-sensitive, must be between 8 and 30 characters in length and must contain one uppercase letter, one lowercase letter and one number.
 - Write your FSA ID username at the bottom of this page or store it in a secure place for future logins.
5. Enter your permanent address and mobile phone number. Click **Continue**.
 - tnAchieves recommends signing up for mobile phone account recovery. This option will help you restore access to your account if you forget your FSA ID password or become locked out of your account.
6. Select communication preferences. Click **Continue**.
 - You must select whether to receive required communication by email or postal mail. You can also opt in to receive informational emails and/or text messages regarding programs for which you may be eligible.
7. Select challenge questions and answers. Click **Continue**.
 - If you forget your FSA ID password, answering challenge questions is one way to reset it.
 - Select questions and answers that are easy for you to remember but difficult for others to guess. Your answer must be between 3 and 50 characters in length and can only contain uppercase letters, lowercase letters, numbers or spaces. Your answer is not case-sensitive. Select the **Show Answer** button to see the answers as you type.
8. Review the information you provided and agree to Federal Student Aid's Terms and Conditions. Click **Continue**.
9. Verify your contact information by clicking **Verify My Mobile Phone Number** and **Verify My Email Address**. Click **Finish**.
 - Only a verified email address OR a verified mobile phone number is required, but if you provided both on previous screens, you **MUST** verify both on the **Account Recovery** page.
 - A unique code will be sent to your mobile phone number and email address to verify their accuracy. Follow the instructions provided to enter the unique code and verify your contact information. Once you verify your mobile phone number and email address, they can be used to log in, unlock your account, retrieve your username or reset your password.
 - NOTE: You **MUST** verify your information before continuing.
10. Your account is created!
 - Please save your backup code that appears on the **Your Account Was Successfully Created** screen. Your backup code lets you access your account in the event that you cannot use any other two-step verification method.
 - You can immediately use your FSA ID username and password to sign your 2023-2024 FAFSA.
 - Remember, you will use this information to submit your FAFSA each year, as well as access a submitted FAFSA to make changes.

If you have trouble creating your FSA ID, please contact the FSA ID helpline at **1-800-433-3243**. You can also webchat with an FSA ID representative: visit [StudentAid.gov](https://studentaid.gov), click **Help Center**, click **Contact Us**, select **I'm a Student**, click **Live Chat**.

MY FSA ID: _____

Backup Code: _____

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Filing the FAFSA

The Free Application for Federal Student Aid (FAFSA) serves as the application for the federal Pell Grant, Tennessee Education Lottery Scholarships (TELS) and Tennessee Student Assistance Award (TSAA). This means you will be required to file the FAFSA every year to not only remain eligible for TN Promise, but to qualify for federal or state financial aid. In addition to being a TN Promise requirement, filing the FAFSA by **March 1, 2023** increases the probability that eligible students will receive more aid. You will receive email reminders of the FAFSA filing deadline.

Your high school and local colleges may host events from October-February to assist you and your parent with the filing process. We encourage you to attend an in-person or virtual FAFSA filing event, if possible, to ensure the accuracy and completion of your FAFSA.

1. On or after October 1, 2022, visit studentaid.gov. This is the official FAFSA website. **DO NOT complete the application at www.fafsa.com or any other website that asks you for a fee. FAFSA filing is free.**
2. Make sure you select the **2023-2024 FAFSA** application. If you file the wrong year's FAFSA and do not file the 2023-2024 FAFSA by March 1, 2023, you will no longer be eligible for TN Promise.
3. You will need to create an **FSA ID**. Please see page 8 for detailed instructions on creating the FSA ID.
4. It is important to enter the correct Social Security number. If entered incorrectly, this will lead to future complications with receiving your aid. Triple check that this is correct, as it can cause major issues down the road.
5. Please make sure you select the TN Promise eligible institution you plan to attend as the **first choice school!** If you change your mind, you must log back into your FAFSA and change it so the post-secondary institution can retrieve your information. You must also change your institution on the TSAC Student Portal. See page 18 of this handbook for instructions.
6. You will utilize **2021 tax information** to complete the 2023-2024 FAFSA. If you and your parent have filed and completed your 2021 taxes, you can select **Already Completed** and answer the financial questions based on 2021 taxes. If you or your parent have not completed 2021 taxes at the time of FAFSA completion, you must select **I will file my taxes**, file the 2023-2024 FAFSA based on estimations and later update your FAFSA with the filed tax information. If you or your parent were unemployed or disabled in 2021, you will select **Not Going To File** and continue with the FAFSA.
7. Even if you are 18 years old, you will need your parent information to complete the FAFSA unless you are married, have children who receive more than half of their support from you, were in foster care, are a ward of the court, are emancipated from your parents, are homeless, are in a legal guardianship and/or have parents who are deceased. If you report one or more of these situations as true, you may be required to provide court documentation.
8. If you feel lost, click the question mark outside the answer box. Information will appear indicating where to find the appropriate answer or a tip on how to continue.
9. At the end, you and your parent will sign your FAFSA electronically using the FSA IDs you created. You can create your FSA ID the same day you file. Make sure you click **Submit** to successfully file your FAFSA. If you click save, your FAFSA will not be submitted. You will receive a confirmation email after successfully submitting your FAFSA – **keep this email for your records!**

If you lose your FSA ID and password or have trouble accessing your FAFSA, contact the FAFSA helpline at **1-800-4FEDAID (1-800-433-3243)**.

QUICK TIP

Do not wait until the last minute to complete the 2023-2024 FAFSA as you may hit a roadblock and need assistance/additional time. Do not allow procrastination to result in the loss of your TN Promise eligibility!

FAFSA FACTS

Before You Begin

The fastest way to sign your application and have it processed is to create an FSA ID. The FSA ID allows a student and parent to identify themselves electronically to access FSA websites. An FSA ID is also the only way to access or correct your information online.

If you have an FSA ID but forget your username or password, attempt to log in on the FAFSA home page and click on **forgot username** or **forgot password**. It will then prompt you with instructions to retrieve your username or reset your password.

Dependency

If you are a dependent student, you will report your and your parent's information. If you are an independent student, you will report your information (and, if you are married, your spouse's). For clarification on your status, please visit: studentaid.gov/apply-for-aid/fafsa/filling-out/dependency.

Reporting Parent Information

There are numerous scenarios or questions a student may encounter when reporting parent information on the FAFSA. The answers to these questions may differ based on your parent's marital status and living situation. If you have a question regarding your unique situation, you can visit studentaid.gov/help/who-is-parent for a breakdown of multiple scenarios. You can also contact the financial aid office of the college you plan to attend to ask specific questions.

Making Corrections to your FAFSA

Log into StudentAid.gov using your FSA ID and password and click **Make FAFSA Corrections**.

When correcting your FAFSA, you can:

- Add or remove colleges from your application;
- Change your email or mailing address; and/or
- Correct any field in your FAFSA other than your Social Security number.

Any corrections you make to your FAFSA on StudentAid.gov will be processed in three to five days. Changes must be submitted, not just saved, to be processed. You will receive a revised Student Aid Report (SAR) reflecting the corrections that you made to your application. All of the schools you listed on your FAFSA will have access to the revised information one day after it is processed.

IRS Data Retrieval Tool

The IRS Data Retrieval Tool allows students and parents to access the IRS tax return information needed to complete the FAFSA and easily transfer the data directly and accurately into the FAFSA from the IRS website.

In the finances section of your FAFSA, click **Proceed to IRS** and log in with the IRS to retrieve your tax information. On the IRS website, you must enter the requested information exactly as it appears on your tax return. Click the **Transfer My Tax Information into the FAFSA** box and review to ensure your information has been transferred into the appropriate data fields. Questions populated with tax information will be marked with **Transferred from the IRS**. Some data may not be visible in order to protect your information.

Note: There are several scenarios in which you might not be given the option to use the IRS Data Retrieval Tool. Filing your taxes electronically or by mail will determine how quickly you can use the IRS Data Retrieval Tool. Usually, the tool is available three weeks after tax returns are filed electronically or seven to eleven weeks after tax returns are filed by mail. If the IRS Data Retrieval Tool is not available to you, manually fill out the fields from your 2021 tax returns.