

NEED-BASED FINANCIAL AID APPLICATION CHECKLIST

FOR FIRST TIME AID APPLICANTS:

- Create your [FSA ID](#) to file the FAFSA ([Free Application for Federal Student Aid](#))
 - **Both** the parent *and* student (if dependent) need one to file the FAFSA
- If you have one or more siblings in college, your parent will only need one FSA ID but each student requires a unique FSA ID

FOR EVERYONE AFTER OCTOBER 1ST:

- **Complete the [FAFSA](#)!** This is your application for federal, state and Susquehanna funding. Susquehanna's school code is **003369**
- Use the [IRS Data Retrieval Tool](#) if you're eligible to do so – it will save time and ensure that income information is accurate
 - *NOTE: For identity protection purposes, certain data fields of the FAFSA (including AGI) will be blocked from view when using the IRS Data Retrieval*
- Students whose FAFSAs are selected for “Verification” will be asked to provide additional documentation

TIPS ON COMPLETING THE FAFSA:

- Every money-related item should be rounded to the nearest dollar. Don't include cents!
- Do not leave any item unanswered - if the amount is zero, fill the blank with “o”
- U.S. income tax paid—this is the tax you actually paid on tax returns from form:
 - 1040 (line 56),
 - 1040A (line 39), or
 - 1040EZ (line 12).
- Some tips to avoid common mistakes:
 - Be sure to include tax-deferred pension and savings plans that are listed on a w-2 in box 12 with codes D, E, F, G, H, and S as *Untaxed Pensions*
 - **DO NOT INCLUDE CODE “DD.”**
 - Do not report scholarship and grant aid unless its reported as part of your adjusted gross income on your federal tax return
 - Parents should not report retirement account values under assets
 - Farm values are *not* reported if the farm is the primary residence
 - Business values are *not* reported if the business has < 100 employees