

# **What documents do I need to fill out a 2025-2026 FAFSA?**

**www.studentaid.gov**

You will need records of income earned in the year prior to when you will start school. **Parents' income information will also be required, if you are a dependent student.**

For the **2025-2026** school year, you will need financial information from **2023**.

You will need to refer to:

- Your Social Security card. It is important that you enter your Social Security Number correctly!
- Your driver's license.
- Your 2023 W-2 forms and other earning statements.
- Your and your spouse's (if married) 2023 Federal Income Tax Return.
  - ✓ IRS form 1040, 1040A or 1040 EZ
  - ✓ Foreign Tax Return or
  - ✓ Tax Return for Puerto Rico, Guam, American Samoa, the U.S. Virgin Islands, the Marshall Islands, the Federal States of Micronesia, or Palau
- Your parents: 2023 W-2 forms & federal income tax return (**if you are a dependent student**)
- 2023 untaxed income records
- Current bank statements
- Current business and investment mortgage information, business and farm records, stock, bond and other investment records
- Your alien registration or permanent resident card (if you are not a U.S. citizen)

**FAFSA on the web**  
**www.studentaid.gov**

“FAFSA on the web” will guide you through the questions that you must answer.

**Save your application** as you are completing the questions. If you time out or don't have the information needed – you can return and not start over.

Keep these records! You may need them again.  
Do not mail your records to Federal Student Aid.

**TVCC Federal School Code**  
**003572**

# Creating and Using the FSA ID

## What's an FSA ID?

The FSA ID is a username and password combination you use to log in to U.S. Department of Education (ED) online systems. The FSA ID is your legal signature and shouldn't be created or used by anyone other than you—not even your parent, your child, a school official, or a loan company representative. You'll use your FSA ID every year you fill out a *Free Application for Federal Student Aid* (FAFSA®) form and for the lifetime of your federal student loans.

## How do I get an FSA ID?

Visit [StudentAid.gov/fsa-id/create-account/launch](https://StudentAid.gov/fsa-id/create-account/launch) to create an FSA ID. You'll need your Social Security number, full name, and date of birth. You'll also need to create a memorable username and password, and complete challenge questions and answers so you can retrieve your account information if you forget it.

You'll be required to provide either your email address or your mobile phone number when you make your FSA ID. Providing a mobile phone number and/or email address that you have access to will make it easier to log in to ED online systems and allow additional account recovery options.

**Important:** A Social Security number, email address, and mobile phone number can only be associated with one FSA ID. If you share an email address with someone else, then only one of you will be able to use that email address to create an FSA ID.

## FSA ID Tips

- If you need to provide information about your parents on the FAFSA® form, one of your parents will need an FSA ID to sign the form. Your parent can create an FSA ID and then sign the FAFSA form electronically using that FSA ID. Not sure whether you'll need to put your parents' information on the FAFSA form? Check out [StudentAid.gov/dependency](https://StudentAid.gov/dependency). **Remember:** You should create your own FSA ID, and your parent should create his or her own FSA ID. Also make sure to use the correct FSA ID when signing the FAFSA form electronically.
- When you first create your FSA ID, the use of your FSA ID will be restricted to completing, signing, and submitting an original (first-time) FAFSA form. You'll have to wait one to three days for your information to be confirmed by the Social Security Administration (SSA) before you can use your FSA ID for other actions, such as submitting a FAFSA Renewal or signing a *Master Promissory Note*. If you provided an email address, then you'll receive an email letting you know that your information was successfully matched with the SSA, and you can begin using your FSA ID.
- If you forget your FSA ID username or password, look for the “Forgot My Username” and “Forgot My Password” links on log-in pages. These links will direct you to web pages where you can request a secure code to be texted to your verified mobile phone number or emailed to your verified email address. The secure code will allow you to retrieve your username or reset your password. You can also retrieve your username or reset your password by successfully answering your challenge questions. **Remember:** If you verified your email address or mobile phone number during account creation, you can enter your email address or mobile phone number instead of your username to log in.

Learn more about how you can use your FSA ID at [StudentAid.gov/help-center/answers/article/how-can-i-use-my-fsa-id-username-and-password](https://StudentAid.gov/help-center/answers/article/how-can-i-use-my-fsa-id-username-and-password). Find this fact sheet at [StudentAid.gov/resources](https://StudentAid.gov/resources).

May 2021



# Trinity Valley Community College

## FSA ID Work Sheet



**Student & Parent Must Have Their Own FSA ID  
PRIVATE DO NOT SHARE THIS INFORMATION**

Federal Student Aid IDs are required for students to complete the FAFSA online. It is also needed for parents of dependent students. Keep this worksheet in a safe place.

To begin, navigate to [studentaid.gov](http://studentaid.gov)

### STEP 1: EMAIL ADDRESS

ENTER AN EMAIL ADDRESS

The email must be **unique to each individual**. You will not be able to use the same email for you and your parents. **DO NOT** use school or work emails.

### STEP 2: USERNAME

CREATE A USERNAME

Must be between 6-30 characters. Avoid using personal identities like your name or birthdate.

### STEP 3 : PASSWORD

CREATE A PASSWORD

Must be between 8-30 characters and include 3 of the following:

- Upper case
- Lower case
- Number
- Special character

### STEP 4: PROFILE

- ENTER THE SOCIAL SECURITY NUMBER ON SOCIAL SECURITY CARD
- ENTER BIRTHDATE
- ENTER THE NAME EXACTLY AS IT IS ON THE SOCIAL SECURITY CARD
- ENTER MAILING ADDRESS & PHONE NUMBER

Social Security matches are confirmed within 1-3 days. Mistakes cause delays.

### STEP 5: CHALLENGE QUESTIONS AND ANSWERS

There are 5 challenge questions and answers. The first two you select from a menu. The 3<sup>rd</sup> and 4<sup>th</sup> questions you create yourself. The last is a significant date in your life (not birthdate).

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

5. \_\_\_\_\_

### STEP 6: EMAIL VERIFICATION

FSA will send you two emails. One will have a code that must be entered to verify your email address. Your FSA ID is ready to use.