

Instructions for Completing the 2023-2024 FAFSA

Summer 2023, Fall 2023, and Spring 2024

Students can use computers in the library or atrium to complete the FAFSA, data retrieval, or student loan entrance counseling and master promissory note. However, please be advised that the staff in those areas cannot answer questions about financial aid or completing these forms. If you need assistance, please see the staff in the Financial Aid office, call us at 217-786-2237, or email at financial.aid@llcc.edu. Periodically save your FAFSA to not lose your information.

To begin the FAFSA, follow these steps:

- 1) Go to www.fafsa.gov.
 - a. Click on "Start Here."
 - b. Select "I am a student and want to access the FAFSA form."
 - c. You will be prompted to either log in with your existing FSA ID or to create one. Create one if you have not already. If you have created one and do not have access to the email address or phone number, you can select "Use Personal Identifiers" to access the FAFSA.
 - d. Read the pop-up box and "Accept." Select "I am a student and want to access the FAFSA form" then "Continue."
 - e. Under the 2023-2024 FAFSA tab, select "Start a 2023-2024 FAFSA form" if you did not do one the previous year. If you did one the previous year, select "FAFSA Renewal."
 - f. Enter your save key or create one depending on what it asks then click "Continue." This is typically a four-digit number.
 - g. On the Introduction page scroll down and click "Continue."
- 2) For the Student Demographics section, enter all the requested student information for each page. If it is already there, double check it then click "Continue."
 - a. Personal Information for Student
 - b. Student E-mail and Phone
 - c. Student Address
 - d. Student Residency and Eligibility
 - e. Student Education
 - f. Student Driver's License (if you have one)
 - g. Student Foster Care and Parent Education Completion
- 3) For the School Selection section, enter all the requested student information for each page. If it is already there, double check it then click "Continue."
 - a. High School Search – Search city and state then click "Search." Select your high school. If it cannot be found, click "I can't find my school" then select your state/province/territory, type in the city, and type in the name of the high school and "continue."
 - b. College Search – Select "Search by Federal School Code." The school code for LLCC is 007170. When the school's name shows in the box at the bottom of the page, click the box by the school's name then click "Continue."
 - c. Selected Colleges and Housing Plans – Select either "off campus" or "with parent" for LLCC. You can add up to 10 schools on your FAFSA.
- 4) For the Dependency Status section, answer dependency status questions. You will be considered independent (not need parent's information) if you were born before January

1, 2000, are married, have children or dependents you support at least 50%, have been on active duty in the military, are an orphan, a ward of the court, in foster care, emancipated from your parents, in legal guardianship, or homeless or at risk of being homeless:

- a. Student Marital Status
 - b. Does Student Have Dependents?
 - i. If yes, fill out Student Household Info page
 - c. Student Additional Dependency Questions
 - d. Student Homelessness Filter Question
- 5) For the Parent Demographics section, you will need to provide the marital status of your parent(s) as well as parent information (birthday, social security number, email). **If biological parents were never married, are divorced, or are separated please review the Whose Information Should I Provide? page.**
- a. Month and Year of marital status (if applicable)
 - b. Select which parent's information will be provided then click, "Continue."
 - c. Enter information of parent(s) you are including on FAFSA.
 - d. Enter parent(s) state of legal residence.
- 6) The Parent Financials section and Student Financials section will have the same questions. **If you are including parent, parent tax information will be asked first.** If you are considered independent, you will not need to provide the parent financial information. You will need the 2021 Federal Tax Return and 2021 W-2s to fill out the financial information. Make sure you answer parent information for the parent tab and student information for the student tab:
- a. Enter how many dependents in household and then click "Continue."
 - b. Enter how many dependents in the household are attending college [include yourself in this number but not parent(s)] and click "Continue."
 - c. Tax Filing Status – Select Will File, Already Completed, or Not Going to File.
 - i. If filling out the FAFSA before 2021 taxes have been filed, choose the "Will File" option, and be prepared to provide the Financial Aid Office a copy of your and/or your parent's IRS tax transcript or signed federal tax return for the 2021 tax year. Your financial aid cannot be fully processed until you and/or parent have filed the 2021 taxes, if required.
 - d. Select the type of tax return filed (most likely the IRS 1040) then select the tax filing status.
 - i. There will be an option to download the tax information directly from the IRS website. If this option is selected, the answers to any question that relates to a specific line on the tax return will be prefilled with the correct answers. If you would like to automatically download the tax information, click "Proceed to the IRS," then "Proceed to the IRS" again and then "Ok" twice. You will need to type the street address, city, state, and zip code **exactly how it is on the 2021 federal tax return.** Click "Submit." If it is correct, click the box next to "Transfer My Tax Information into the FAFSA Form" then click "Transfer Now."

- ii. If it does not match, the tax information will not transfer, and it will have to be manually added to the FAFSA. Each question will tell you what line to look at on your 2021 federal tax return.
 - e. Parent or Student IRS Info – only for tax filers
 - f. Parent or Student Income from Work – If you have a spouse or your parents are married, you will need to list the 2021 income separately.
 - g. Parent or Student Simplified Path Determination – only for tax filers
 - h. Parent or Student Additional IRS Info
 - i. Parent or Student Questions for Tax Filers Only - only for tax filers. If you **did not** receive funds for any of the questions, leave them as \$0.
 - j. Parent or Student Additional Financial Info - If you **did not** receive funds for any of the questions, leave them as \$0.
 - k. Parent or Student Untaxed Income - If you **did not** receive funds for any of the questions, leave them as \$0.
 - l. Student Assets – Even if your answer is \$0, you will still need to put 0.
- 7) Sign & Submit Section
- a. FAFSA Summary - You can review all the information you put on the FAFSA to be sure it is correct. Click “Continue” at the bottom of the page.
 - b. Before you sign and submit, please answer a few questions about the student.
 - c. Read Before Proceeding – Read the terms and select “I, (name), agree to the terms outlined above” then “Sign and Submit FAFSA Form.” If you have parent info, your parent will need to do this too.
 - d. Signature Options
 - i. If you logged in with your FSA ID, select “Sign this FAFSA” then click “Submit My FAFSA Now.” If you have parent info, your parent will need to do the same.
 - ii. If you and/or parent do not have an FSA ID, select “Other Options to Sign” and select “Print Signature Page.” Once it is printed, you will be able to submit your FAFSA. Sign the page with your signature and/or parent’s depending on whose is needed. You can submit the form to our office, and we can apply the signature for you or you can mail it to the address on the form which may take a couple of weeks.
- 8) Congratulations, you have successfully filed your 2023-2024 FAFSA!
- a. Confirmation Page – You can print this for your records or wait for the confirmation email. If you click the “Estimated Expected Family Contribution” tab, it will show you what you are eligible for the entire 2023-2024 year at full time based on the information you provided. We will email your LLCC email once we receive your FAFSA. If you are selected for verification, you will need to provide additional documentation which you will be able to view on your Logger Central under “Financial Aid Info.”

**If you are filling out the FAFSA between October 2022-February 2023, we typically do not receive FAFSAs until February/March and we will begin sending emails at that time. **