

Student Instructions for Completing the 2022-2023 FAFSA

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, located in Menard Hall or call us at 217-786-2237. 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.
 - d. Under the 2022-2023 FAFSA tab, select "Start a 2022-2023 FAFSA form" if you did not do one the previous year. If you did one the previous year, select "FAFSA Renewal."
 - e. Enter your save key or create one depending on what it asks then click "Continue."
 - f. On the Introduction page click "Continue."
- 2) For the Student Demographics tab, enter all of 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 Selective Service
 - g. Student Driver's License (if you have one)
 - h. Student Foster Care and Parent Education Completion
- 3) For the School Selection tab, enter all of the requested student information for each page. If it is already there, double check it then click "Continue."
 - a. Search for High School and add it.
 - b. Search for Colleges - The school code for LLCC is 007170. When the school name shows in the box at the bottom of the page, click the box by the school name then click "Continue."
 - c. Selected Colleges and Housing Plans
- 4) For the Dependency Status tab, answer dependency status questions." You will be considered independent (not need parent's info) if you were born before January 1, 1999, 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?
 - c. Student Additional Dependency Questions
 - d. Student Homelessness Filter Question
 - e. Student Household Info
- 5) For the Parent Demographics tab, you will need to provide the marital status of your parent(s) as well as parent information (birthday, social security number, email).
- 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 tab and Student Financials tab will have the same questions. If you are considered independent, you will not need to provide the parent financial information. You will need the 2020 Federal Tax Return and 2020 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) and click "Continue."
 - c. Tax Filing Status – Select Will File, Already Completed, or Not Going to File then click "Continue." Select the type of tax return you filed (most likely the IRS 1040) then select your tax filing status.
 - i. If you are filling out the FAFSA before you have filed your taxes, choose the will file option and be prepared to provide the Financial Aid Office a copy of your IRS tax transcript or signed federal tax return for the 2020 tax year. Your FAFSA cannot be fully processed until you file taxes.
 - ii. You will have an option to download your tax information directly from the IRS website. If you choose this option, 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 "Link to IRS," then "Proceed to IRS Site," and then "OK" twice. You will need to type your street address, city, state, and zip code exactly how it is on your 2020 federal tax return. If it does not match, your tax information will not transfer and you will have to manually input the information. If it is correct, click the box next to "Transfer My Tax Information into the FAFSA Form" then click "Transfer Now."
 - iii. If you cannot do the data retrieval, you will have to manually input the information. Each question will tell you what line to look at on your 2020 federal tax return.
 - d. Student IRS Info – only for tax filers
 - e. Student Income from Work – If you have a spouse, you will need to put your income and their income from 2020.

- f. Student Simplified Path Determination – only for tax filers
 - g. Student Additional IRS Info - only for tax filers
 - h. Student Questions for Tax Filers Only - only for tax filers
 - i. Student Additional Financial Info
 - j. Student Untaxed Income
 - k. Student Assets – Even if it's 0, you will need to enter a number.
- 7) For the Sign & Submit tab, answer the questions then click "Continue:"
- a. FAFSA Summary – this will show all the information you input.
 - b. Agreement of Terms – Read the terms and select "Agree" to move on. If you have parent info, you and your parent will need to do this.
 - c. 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, you and your parent will need to do this.
 - ii. If you did not, select "Other Options to Sign" and do "Print Signature Page." Once it is printed, you will be able to submit your FAFSA. Sign the page with your signature, your parent's, or both depending on what is needed. You can submit the form to our office and we can apply the signature for you as long as you have applied to LLCC.
- 8) Congratulations, you have successfully filed your FAFSA!
- a. 2022-2023 Confirmation Page – You can print this for your records. If you click the "Estimated Expected Family Contribution" tab, it will show you what you are eligible for 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."