2021-2022
FAFSA INSTRUCTIONS

Checklist of needed information to complete your FAFSA:
- Your Social Security
- Your parent(s) Social Security numbers if you are required to provide parent information*
- Your alien Registration number if you are not a U.S. citizen
- Federal tax information or tax returns** including W-2 information, for you (and your spouse, if you are married), and for your parent(s) if your are providing parent information
- Records of your untaxed income, such as child support received, interest income, and veterans non-education benefits for you, and for your parent(s) if you are providing parent information
- Information on cash; savings and checking account balances; investments, including real estate, but not including the home in which you live; and business and farm assets for you, and for your parent(s) if you are providing parent information

1. **COMPLETE YOUR FAFSA.**
   - Go to www.fafsa.ed.gov

   For First Time Users:
   - Click on **Start A New FAFSA.**
   - Click 'Enter your (student's) **FSA ID,** this will take you to the next page where you can create your **FSA ID**. You will create a user name and password that you will need to make sure you write down and keep in a safe place. (If you are a dependent student, your parent will also need to create a **FSA ID** upon trying to use the IRS Data Retrieval. Contact number for **FSA ID** issues 1-800-433-3243.)
   - Enter all information requested.
   - Select **2021-2022 FAFSA** and select **Next.**
   - You will log in with your new **FSA ID** and you will also be requested to create a **Save Key**.
   - Proceed through each step entering all required information. (PTC School Code 003992) (Use **2019 tax information**) To request a transcript: call 1-800-829-1040 or 1-800-829-0922 or go to: https://www.irs.gov/individuals/get-transcript
     It is strongly suggested that you use the IRS Data Retrieval Tool. Please see separate instructions for this tool
   - Agree to the Terms of Agreement. Click on **Sign** (parent also if dependent student). Click on **Submit My FAFSA Now** once the FAFSA is signed.
   - Print your confirmation page and **EXIT FAFSA**.

   For Returning Users:
   - Click on **Login.**
   - Click 'Enter your (student's) **FSA ID,** this will take you to the next page where you can create your **FSA ID** if you do not already have one. You will create a user name and password that you will need to make sure you write down and keep in a safe place. (If you are a dependent student, your parent will also need to create a **FSA ID** upon trying to use the IRS Data Retrieval. Contact number for **FSA ID** issues 1-800-433-3243.)
   - Select **2021-2022 FAFSA Renewal** then click **Next.**
   - Enter your **FSA ID**, Password, and **Save Key** (create if you don't already have one) then click **Next.**
   - Proceed through each step checking your information and make any updates as necessary. (PTC School Code 003992) (Use **2019 tax information**) To request a transcript: call 1-800-829-1040 or 1-800-829-0922 or go to: https://www.irs.gov/individuals/get-transcript
     It is strongly suggested that you use the IRS Data Retrieval Tool. Please see separate instructions for this tool
   - Agree to the Terms of Agreement. Click on **Sign** (parent also if dependent student). Click on **Submit My FAFSA Now** once the FAFSA is signed.
   - Print your confirmation page and **EXIT FAFSA**.

2. **REVIEW YOUR STUDENT AID REPORT**
   - If you provided an email address, within 3-5 days you should receive an email to inform you that your FAFSA has been processed.
   - If an email address is not provided, you will receive a Student Aid Report (SAR) by mail within 5-10 days.
   - Review your FAFSA information carefully and make any necessary corrections.
   - **If after checking your Pathway account, additional assistance is needed**, please contact the financial aid office at (864) 941-8365.

Check your Pathway Account for Requested Documents and Award Status!

Piedmont Technical College | Office of Financial Aid | 620 N. Emerald Road PO Box 1467, Greenwood, SC 29646
Phone: 864-941-8365 | Email: financialaid@ptc.edu | Fax: 864-941-8599

How to create an

FSA ID

The FSA ID — a username and password — has replaced the Federal Student Aid PIN and must be used to log in to certain U.S. Department of Education websites. Your FSA ID confirms your identity when you access your financial aid information and electronically sign Federal Student Aid documents. If you do not already have an FSA ID, you can create one when logging in to fafsa.gov, the National Student Loan Data System (NSLDS®) at www.nslds.ed.gov, StudentLoans.gov, StudentAid.gov, and Agreement to Serve (ATS) at www.teach-ats.ed.gov.

> Tip: Important: Only the owner of the FSA ID should create and use the account. Never share your FSA ID.
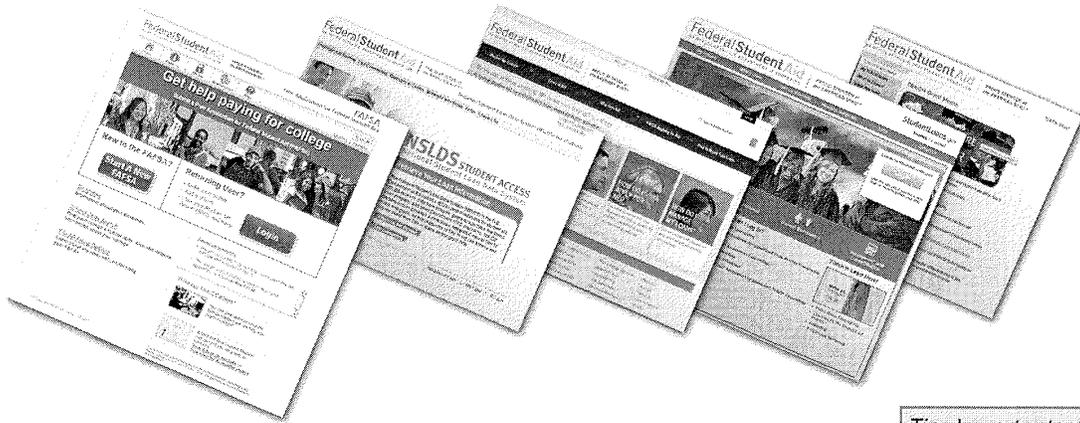
Step 1 When logging in to one of the websites listed above, click the link to create an FSA ID.

Step 2 Create a username and password, and enter your e-mail address.

Step 3 Enter your name, date of birth, Social Security number, contact information, and challenge questions and answers.

Step 4 If you have a Federal Student Aid PIN, you will be able to enter it and link it to your FSA ID. You can still create an FSA ID if you have forgotten or do not have a PIN.

Step 5 Review your information, and read and accept the terms and conditions.

Step 6 Confirm your e-mail address using the secure code, which will be sent to the e-mail address you entered when you created your FSA ID. Once you verify your e-mail address, you can use it instead of your username to log in to the websites.

You can use your FSA ID to sign a FAFSA right away. Once the Social Security Administration verifies your information in one to three days, or if you have linked your PIN to your FSA ID, you will be able to use your FSA ID to access the websites listed above. For help, visit StudentAid.gov/fsaid.

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