

# FAFSA Filing Information

Listed below are some items to keep in mind when filing your FAFSA for the 2012-2013 school year, along with some **NEW PROCEDURES** that will take place when filing your form:

- If you filed a FAFSA last year, you should have received a FAFSA renewal reminder by e-mail. If you have not received one, you can apply for free online at [www.fafsa.gov](http://www.fafsa.gov).
  - **Filing your FAFSA is FREE at [www.fafsa.gov](http://www.fafsa.gov).** When you file, make sure you log on to the “.gov” website.
- For Michigan residents, the FAFSA form must be received by the Federal Student Aid Program’s Central Processing Center no later than **MARCH 1, 2012** in order to be considered for certain types of state aid. March 1<sup>st</sup> is the State of Michigan’s priority deadline for state aid (example: the Michigan Tuition Grant). As a reference for all applicants, state deadlines are listed on the paper FAFSA form and also on [www.fafsa.gov](http://www.fafsa.gov).
- We encourage all students and parents to apply for a PIN number through the Federal Student Aid website, if you don’t already have one. With the PIN, signatures for the FAFSA can be done electronically when using FAFSA on the Web. To obtain a PIN for the first time or to request a new/duplicate PIN, visit [www.pin.ed.gov](http://www.pin.ed.gov).
- If you are seriously considering Finlandia as your school of choice to attend and you are a Michigan resident, be sure that **Finlandia University (School Code: 002322)** is listed as your **first** school on the Federal School Code list on the FAFSA (Step Six). If this is not done, it could make you ineligible to be considered for certain types of aid (ex: Michigan Tuition Grant for Michigan residents) that you may normally be eligible for.

## NEW PROCEDURES WHEN FILING FOR 2012-2013 -

- When filing online, all applicants that note they have filed taxes for 2011 will be prompted to use the IRS Data Retrieval tool. This option will come up if you indicate that you filed a federal tax form for the 2011 year. All tax filers that are eligible to take advantage of this tool are being recommended to do so. This option will pull information from your federal tax form for 2011 from the Internal Revenue Service to help answer/populate a number of income questions that are asked of you. **Please Note: Even though you will be encouraged and prompted to do this, the feature itself will NOT be available until February 5, 2012. You will need your Federal Student Aid PIN to access this information.**
- If you file your FAFSA before you and/or your parents file taxes and you choose to do an estimate on your income, you will be reminded by Federal Student Aid to go back and use this tool to correct your FAFSA after the tax forms have been filed. We strongly recommend you go online to complete this step, if you are prompted to do so.
- When using the IRS Data Retrieval, if you choose to correct/change any of the information they input, it will be noted on your FAFSA and this information will not be considered official from the IRS for verification purposes.

- Why is this process so important?
  - If/When your FAFSA is picked for verification by the government, the Financial Aid Office is required to verify information regarding your income, household size, etc. If the income information is plugged in directly from the IRS Data Retrieval tool, that information will be considered "verified". There may be other items you indicated on the FAFSA that will be required to be verified, however, your income information that was submitted by the IRS would be done.
  - Previously, a Financial Aid Office was required to request a federal tax form for each student and/or parent that had their FAFSA selected for verification. Federal tax forms will no longer be able to be used to verify your income (except in rare, limited occasions). If you choose not to use the IRS Data Retrieval tool or if you choose to modify the income they input, you will need to request a 2011 Federal Tax Transcript from the IRS and submit it to your school's Financial Aid Office as part of the verification process.
- If you and/or your parent will NOT file taxes for 2011, you will proceed through the FAFSA as they instruct you to.

If you have questions concerning any of the above information or need assistance with the filing process, please do not hesitate to contact the Office of Financial Aid.

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