

Steps to create a FAFSA PIN

1. Go to **pin.ed.gov** online and look at the toolbar on the right side. Find the link entitled "Apply for a Pin" and click it, which takes you to an overview page with general information about the application process.
2. Enter your personal information. This includes Social Security number, first and last name, middle initial, and birth date, address, and email information.
3. Select a challenge question from the drop-down menu and provide an answer. Make sure you provide an answer you can remember, as you may need to use this information to log in at a later date.
4. Create your own four-digit PIN number if you wish. If not, skip this step and submit your PIN application. Select the display pin now option so that they will show you the PIN you created or were assigned. Please print out that page!
5. Retrieve your PIN after the government sends it to the email address you provided. (This is only because they verify your information before your PIN becomes official!) This could take a day or two. Keep the number in a safe place, as it will stay with you throughout your college career.
6. If you plan on applying for financial aid for the school of your choice through the FAFSA, you must also create a PIN for one of your parents using their information (name/social security/address/etc.). If you or your parent are not comfortable giving out their personal information, you may still submit your FAFSA, but through the "mail-in" method. If you choose this option, you must print out a signature page and have your parent sign it, then mail it in to the address listed on the sheet.

Information needed to complete the FAFSA

You will need records of income earned in the year prior to when you will start school. You may also need records of your parents' income information if you are a dependent student.

For the 2012-2013 school year you will need financial information from 2011. You may need to refer to:

- Your Social Security card. It is important that you enter your Social Security Number correctly!
- Your driver's license (if any)
- Your 2011 W-2 forms and other records of money earned
- Your (and if married, your spouse's) 2011 Federal Income Tax Return.
 - IRS 1040, 1040A, 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' 2011 Federal Income Tax Return (if you are a dependent student)
- Your 2011 untaxed income records
- Your current bank statements
- Your 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)

To organize your information, you can print and complete a FAFSA on the Web Worksheet before you begin entering your information online. However, you are not required to do so. FAFSA on the Web will guide you through the questions that you must answer, and you can save your application and return to it later if you don't have the information you need to answer any of the questions.

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