

## ARMY EMERGENCY RELIEF 2023-2024 Mrs. Patty Shinseki Spouse Scholarship Program for Spouses of Active, Retired and Deceased Soldiers

### 2023-2024 FAFSA Instructions

The FAFSA (Free Application for Federal Student Aid) is an annual application used to determine your federal financial aid eligibility. The FAFSA is available on 1 October for the upcoming academic year. The Student Aid Report (SAR) from the FAFSA is used by AER to determine your scholarship eligibility and award amount.

#### PROCEDURE:

1. Complete the 2023-2024 FAFSA application as soon as possible after 1 October 2022 at <https://studentaid.gov/h/apply-for-aid/fafsa>. **You must report both the student and spouse's incomes from the 2021 income tax return(s).**
2. Use the IRS Data Retrieval Tool during the FAFSA application for easier processing. The Data Retrieval Tool allows students to access the IRS tax return information needed to complete the FAFSA. Students may transfer the data directly into their FAFSA. If you are eligible to use the IRS Data Retrieval Tool, we highly recommend using the tool for several reasons:
  - It's the easiest way to provide your tax data.
  - It's the best way to ensure your FAFSA has accurate tax information.
  - You won't need to provide a copy of your tax returns to your college for verification.

If you do not use the IRS Data Retrieval Tool to provide tax information and your college requests a copy of your tax return, you may be required to obtain an official tax transcript from the IRS. Help filling out the FAFSA is available on the FAFSA website.

3. After you submit the FAFSA, you should receive an email from FAFSA within 3 to 5 days with instructions on how to access an online copy of your Student Aid Report (SAR), which will include your Expected Family Contribution (EFC). If you do not provide a valid email address on your FAFSA application, your SAR will be mailed to you within 7 to 10 days. You can also retrieve the SAR by logging onto the FAFSA website. After you login, click "View Processed Information" and choose the pdf version of the SAR. Save it to your computer.
4. The SAR should then be uploaded **in pdf** directly into your application on our website. We require the **COMPLETE SAR**; a SAR that does not include all pages will not be accepted. **We do not accept the FAFSA confirmation, acknowledgement or summary pages.**

#### EXCEPTION ISSUES:

**PLEASE NOTE:** Your application will not be considered complete until all exception issues have been resolved and all required documents have been submitted. Be sure there are no outstanding issues on the first page of your SAR.

- If your FAFSA application is incomplete, your SAR will not include an EFC, but will display text on the first page that specifies any issues that need to be resolved. Ensure your SAR shows a number for the EFC before uploading your SAR into your scholarship application.
- If your FAFSA application is selected for verification (this will be noted on the SAR), you may be required to complete the verification process through your school's financial aid office. (See the Data Retrieval Tool information above). Your school will notify you if this is required.
- We will notify you if we find any issues with your SAR or if we need clarification of any items. We may request your tax returns or an updated SAR if corrections are needed.