

# Checklist for completing the FAFSA and TAP application

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**\*Both student and parent must each have a separate email account to create a FSA ID to verify and sign the FAFSA**

## **1. FSA ID for STUDENT and PARENT**

The FSA ID is equivalent to your signature. PARENTS and STUDENTS each need to create their own FSA IDs using separate email addresses. It is helpful to create your FSA ID before starting the FAFSA application. To create the FSA ID, go to <https://fsaid.ed.gov/>

## **2. 2018 tax records for both PARENT and STUDENT (if employed in 2018)**

- **If not employed, then record of any benefits received**

## **3. Social Security number for PARENT AND STUDENT**

## **4. Parent's Date of Birth**

## **5. Parent's Date of Marriage, Date of Separation or Date of Divorce**

## **6. Student's Driver's license number (if applicable)**

## **7. For non-citizens, Permanent Resident Number**

## **8. Records of your untaxed income\***

The FAFSA questions about untaxed income may or may not apply to you, but they include things like child support received, interest income, and veteran's benefits

## **9. Records of all your assets (money)\***

This includes savings and checking account balances, as well as investments such as stocks and bonds and real estate.

**\*\*\*After completing the FAFSA, click on the link to complete the NY STATE TAP APPLICATION. By following the link from the FAFSA form, most of the TAP application will be completed for you.**