

FAFSA

- FAFSA stands for **Free Application for Federal Student Aid**

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- **FREE** is the key word. *You do not need to pay to complete the FAFSA!*

FREE

- Go to [www.fafsa.gov](http://www.fafsa.gov) to complete your application

Application  
Deadline is  
**April 15**

- The FAFSA must be submitted by **April 15** in order to be considered for MLC need-based grants.
- Applications received after the deadline *without prior approval will forfeit* MLC need-based aid.

### FAFSA TIPS

- File your FAFSA by using FAFSA on the Web: [www.fafsa.gov](http://www.fafsa.gov).  
*Be very careful if you conduct an internet search for "FAFSA".*
- For the 2019-2020 FAFSA, you will need to record tax information from 2017. All other information will be based on current totals (checking, savings, investments, etc.)
- Read ALL of the FAFSA instructions. Most errors on the FAFSA are made because students and/or parents fail to **read the instructions** or don't fully understand the instructions.
- When there is no monetary value to report for an item, use -0- (zero).  
Do not leave an item blank.
- When your FAFSA is complete, sign your FAFSA electronically. Missing signatures cause delays in processing, so don't overlook this step.
  - Students and parents sign the FAFSA electronically with their FSA ID (made up of a username and password).
  - Parents have a separate FSA ID from their student, but they can use that same FSA ID to sign separate children's FAFSAs.
  - For more information about the FSA ID, please visit the [Federal Student Aid website](#).  
[Get your FSA ID here](#).
- Be sure to keep a copy of your FAFSA, your tax return, and your W-2's.
- **Contact the MLC financial aid office at 507.233.9154 or the FAFSA help desk at 800.433.3243**

## Data Retrieval Tool (DRT)

- The FAFSA on the Web allows families to import federal tax return information directly from the **IRS website**. This IRS Data Retrieval Tool (DRT) is the **quickest** and **most efficient** method to retrieve your tax information. Use of the IRS DRT makes it less likely that your FAFSA will be chosen for verification, and much simpler if it is selected for verification.
  - When using the **IRS DRT**, you will be prompted to enter your street address. This is one of the items the IRS uses to match your FAFSA with your IRS data. Please be sure to **enter your address exactly as it appears on your tax return**. For example, if you entered “Ave.” on your tax return, do not enter “Avenue” on your FAFSA.
  - Don’t forget to select **“Transfer My Tax Information into the FAFSA”** AND **“Transfer Now”** so information will be imported into the FAFSA. **DO NOT CHANGE** any of the information once it is transferred over from the IRS.
  - The **IRS DRT** will be available as soon as **October 1, 2018**. You will use **2017 tax information** when applying for 2019-2020 financial aid. If you are NOT able to use the DRT, you can manually enter your tax information and provide a copy of the IRS Tax Return Transcript if official documents are requested.
  - **For students whose parents are Ministers of the Gospel:** the DRT tool does not import all of the needed information to determine the correct financial aid. We may request a signed copy of the tax return, W-2 forms, and a copy of Schedule SE to provide for the proper protection allowance for self-employment taxes.

**Contact our office if you have any questions: 507.233.9154**

After the FAFSA is submitted, you will receive a summary report called the Student Aid Report, or SAR. The SAR will indicate your family’s Expected Family Contribution (EFC) which determines your eligibility for a Federal Pell Grant and other need-based aid.

**Carefully review the SAR to look for any errors.**

**NOTE:** If your FAFSA is **selected for verification**, we will inform you of the documents that you are required to submit to the Financial Aid Office. If federal income tax information is required, the U.S. Department of Education requires an **IRS Tax Return Transcript** to be provided rather than a copy of your tax returns. If necessary, we will inform you how to obtain a copy of your transcript.