



## Applying for Federal Aid

### Create a FSA ID

- Create a FSA ID username and password: [www.fsaidth.gov](http://www.fsaidth.gov) (student and/or parents)  
This is how you will electronically sign the FAFSA.

### Complete the FAFSA

- File FAFSA (free application for federal student assistance: [www.fafsa.ed.gov](http://www.fafsa.ed.gov)  
You will need to click on the IRS Tool to match information from IRS to the FAFSA information.
- **(School Code: 003816)**

If you plan to attend college from	You will submit this FAFSA	You can submit the FAFSA from	Using income and tax information from
July 1, 2023 – June 30, 2024	2023-2024	Oct. 1, 2022– June 30, 2024	2021

### Request a Tax Transcript

- To obtain an IRS Tax Return Transcript go to [www.irs.gov](http://www.irs.gov) create an account, view and print immediately, or click on the “Order a Return Transcript” link, or call **1-800-908-9946**; also you may pick up the IRS Return Transcript at the **IRS Office, 161 Court Street, Charleston WV 25301** or **Internal Revenue Service 420 Riffe Street, Sophia, WV 1-844-545-5640** (You must call to make an appointment to pick up your tax transcript). Please reference the chart above for the correct tax year.
- After you complete the FAFSA, in 7-10 days your information will be processed and sent to the school of your choice. Please contact the Financial Aid department for further instructions.

**Financial Aid Contact Information:** 304-896-7060 or [Financialaid@southernwv.edu](mailto:Financialaid@southernwv.edu)

For more information visit: [www.southernwv.edu](http://www.southernwv.edu)

**#FINDYOURDIRECTION**

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