



**2022- 2023 Financial Aid Checklist**

Step 1	Apply for Admission to GMC at <a href="http://www.gmc.edu">www.gmc.edu</a>	
Step 2	Visit <a href="http://fsaid.ed.gov">fsaid.ed.gov</a> to apply for the FSA ID. Both the student and parent must apply for separate FSA IDs. This ID serves as your electronic signature and may be used to file your FAFSA, make corrections to your FAFSA, and apply and monitor Federal Direct Loans you receive.	
Step 3	<p><b>Apply for federal and state financial aid</b></p> <p>_____ Complete the 2022-2023 FAFSA at <a href="http://studentaid.gov/apply-for-aid/fafsa">studentaid.gov/apply-for-aid/fafsa</a></p> <p><b>GMC Financial Aid Code for FAFSA: 001571</b></p> <p><i>When completing your FAFSA, you may qualify to use the IRS Data Retrieval Tool. Tax Data is available within 2 weeks of electronic tax filing or 8 weeks of paper tax filing. If you do not meet the criteria, you will receive a message explaining the data retrieval tool is not available. You will then manually enter the data into the FAFSA from the tax return.</i></p> <p>_____ If you are a Georgia resident you may qualify for financial aid through the state of Georgia. Log on to <a href="http://www.gafutures.org">www.gafutures.org</a> and complete the Georgia Student Finance Application (GSFAPPS) to find out what financial aid you may be eligible to receive.</p>	<p><b>Documents you may need in order to complete the FAFSA:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Student/Parent/Spouse Federal Tax Return for 2020</li> <li><input type="checkbox"/> Student/Parent Social Security Number</li> <li><input type="checkbox"/> Student's Driver's License Number</li> <li><input type="checkbox"/> W-2 forms for student/parent/spouse for 2020</li> <li><input type="checkbox"/> Current balance of checking and savings accounts, investments, and business and farm assets for student and parents.</li> <li><input type="checkbox"/> Records of:             <ul style="list-style-type: none"> <li>• living allowances for military, clergy or other</li> <li>• veteran's non-education benefits</li> <li>• child support received</li> <li>• any other untaxed income such as worker's compensation and disability</li> <li>• food stamps received</li> <li>• child support paid</li> </ul> </li> </ul>
Step 4	<b>Review your Student Aid Report (SAR).</b> If you provided your email address on your FAFSA you should receive information about your SAR via email within 3-5 days after filing your FAFSA. If you did not provide your email address, your SAR will be mailed to you within 7-10 days. If you do not receive your SAR, contact the federal processor at 1-800-433-3243. GMC will receive your data electronically.	
Step 5	<p><b>Complete Verification</b></p> <p><i>If you have been selected for Verification, the GMC Financial Aid Office will notify you (by email to your registered GMC email address) of documents needed to complete your financial aid application. All documents will be submitted via the Verification Portal at <a href="http://gmc.studentforms.com">gmc.studentforms.com</a>.</i></p> <p><b>Please do not submit tax transcripts unless requested by the Financial Aid Office.</b></p>	<p>For the 2022-2023 academic year, you may be asked to provide a Tax Return Transcript. The transcript is available from the IRS at 1-800-908-9946 or online at <a href="http://www.irs.gov">www.irs.gov</a>.</p> <p><b>Please note, you will need to request a 2020 tax transcript to be verified for 2022-2023.</b></p> <p>Tax return transcripts will be available approximately two weeks after electronic filing and 6-8 weeks after a paper return was filed. Once available, they may be printed directly from this website.</p>
Step 6	<b>Submit requested documentation to the financial aid office.</b> If additional information is required to complete your financial aid file, you will receive subsequent email notifications. <b>Financial aid will not be awarded until all required information/documentation is received, processed by GMC, and your financial aid file is complete.</b>	
Step 7	<p><b>If you are interested in a Federal Direct student or parent loan – Complete a request form found at <a href="http://www.gmc.edu">www.gmc.edu</a>.</b></p> <p><b>Students:</b> Complete and submit a Federal Direct Loan Request Form (if interested)</p> <p><b>Parents:</b> Complete and submit a Parent Loan for Undergraduate Students (PLUS) Authorization form (if interested)</p>	
Step 8	<p><b>Complete a Master Promissory Note (MPN) and/or loan Entrance Counseling at <a href="http://www.studentaid.gov">www.studentaid.gov</a>.</b></p> <p>If you are receiving a Federal Direct Subsidized or Unsubsidized Loan for the first time at GMC, you must complete a MPN. (Note: a parent requesting a Federal Direct PLUS Loan must complete a parent MPN). If you have not received Federal Direct Loans from <u>any</u> institution, you must also complete Entrance Counseling.</p>	