



BOWLING GREEN STATE UNIVERSITY

Your Free Application for Federal Student Aid (FAFSA) was selected for review in a process called "Verification". If necessary, SFA will make corrections to your FAFSA, and your financial aid may be adjusted. Check your To Do List and Holds in your MyBGSU regularly for other outstanding items to avoid possible delays in processing.

Carefully read these instructions before filling out the remainder of this form:

- Complete each section of it may be rejected. Do not leave any section blank; if it doesn't apply, write N/A. If more space is required, attach a separate page. Be sure to add the student's name and BGSU ID number on each page.
Common errors causing form rejection:
Step 3 - Leaving employer and earned income blank.
Step 4 - Electronic signatures or lacking all required signatures.

Upload and submit completed form by the deadlines below to ensure aid is reflected on your student bill.

Fall Semester 2024 - June 17, 2024
Spring Semester 2025 - November 11, 2024

Form can be uploaded at: https://sfa.bgsu.edu/upload

Step 1 - Contact Information

Form fields for contact information: Student Last Name, First Name, M.I., BGSU ID Number, Address (include apt. no), City, State, Student Phone Number.

Step 2 - Tax Information

Form sections for tax information: Student and Spouse (if married). Each section contains two options regarding 2022 Federal Tax Return filing status and requirements to submit W-2's.

Step 3 – Income Information

List all 2022 employers and amounts earned in the box below, even if no W-2 was issued. Attached a separate page with the student’s name and BGSU ID if more space is required. If you didn’t work in 2022, enter N/A under 2022 Employer Name and \$0 under 2022 Wages (**Do not leave blank**).

Non-Tax Filers: If you were not required to file a return but worked during 2022, list all employers and the amounts earned below. You must also submit copies of your 2022 W-2s. If you don’t have a copy of your 2022 W-2, request a 2022 Wage and Income Transcript from the IRS at <https://www.irs.gov>.

2022 Income	2022 Employer Name	2022 Wages <small>(Use box 1 on Form W-2. If no W-2 was issued, list all earnings from job.)</small>
Student		
Student’s Spouse		

Step 4 – Sign

Each person signing this form certifies all information reported is complete and accurate. This student and **all** applicable parents must provide a signature and date. **Do not sign electronically.**

Student Signature	Date
Student’s Spouse Signature	Date

Step 5 – Submit Form

Using our document upload ensures your documents will be process in a timely manner.

Upload & Submit completed SFA forms at:
<https://sfa.bgsu.edu/upload>

OR

Fax: 419-372-0404
(2-3 business days to process)

Have Questions?

If you need assistance completing this form you may contact a financial aid advisor by calling 419-372-2651, Mon-Fri, 8:00 am – 5:00 pm.

You can also ask your question online using our secure web portal at:

<https://sfa.bgsu.edu/asksfa>