

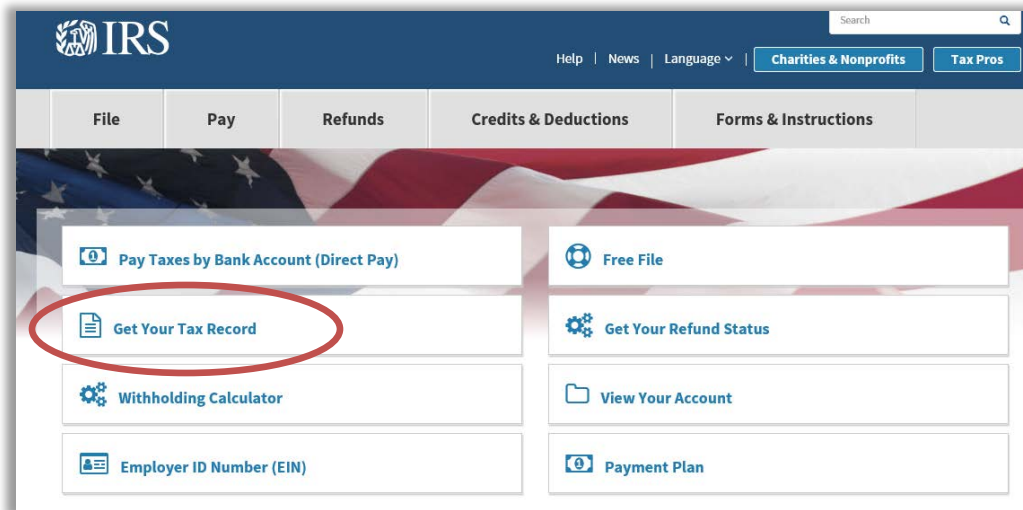


## Requesting a Tax Return Transcript for FAFSA Verification

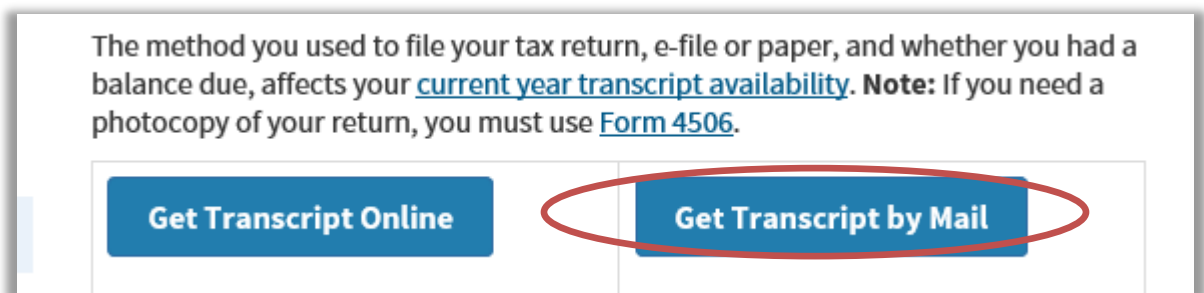
4301 Broadway CPO 308  
San Antonio, Texas 78209  
Phone: (210) 829-6008  
Fax: (210) 283-5053  
[www.uiw.edu/finaid](http://www.uiw.edu/finaid)  
[finaid@uiwtx.edu](mailto:finaid@uiwtx.edu)

When your FAFSA is selected for verification, you may be required to provide your tax information from the previous tax year. The fastest method is to use the DRT tool to import your tax info directly from the IRS (for instructions, visit <http://www.uiw.edu/finaid/verification/index.html>). However, you may also request a copy of your Tax Return Transcript from the IRS following the steps below.

1. Go to [www.irs.gov](http://www.irs.gov), then click on “Get Your Tax Record”:



2. Click on “Get Transcript by Mail”:



3. Fill out your information to locate your tax data:

**Get Transcript** [En Español](#) | [Privacy Notice](#)

All fields are required

Social Security Number (SSN) or Individual Tax ID Number (ITIN) ?  
[ ] - [ ] - [ ]

Date of Birth  
Day [ ] Month [ ] [ ]

Street Address ?  
[ ]

ZIP or Postal Code ?  
[ ]

Continue

Enter the address you used when you filed your tax return, or the request will not go through.

4. Select “Return Transcript” (NOT Account Transcript) and the tax year needed:

- 2015 for the 2017-2018 FAFSA – Summer 2017 to Spring 2018;
- 2016 for the 2018-2019 FAFSA – Summer 2018 to Spring 2019;
- 2017 for the 2019-2020 FAFSA – Summer 2019 to Spring 2020

**IRS.gov**

**Get Transcript by Mail**

Type of Transcript ?  
Return Transcript

for Tax Year ?  
2016

Continue

5. Exit the website. The transcript will arrive at the address you have on file with the IRS in 5 to 10 days. When you receive it, submit it to the UIW Office of Financial Assistance for processing. **Be sure to include your student ID number.**