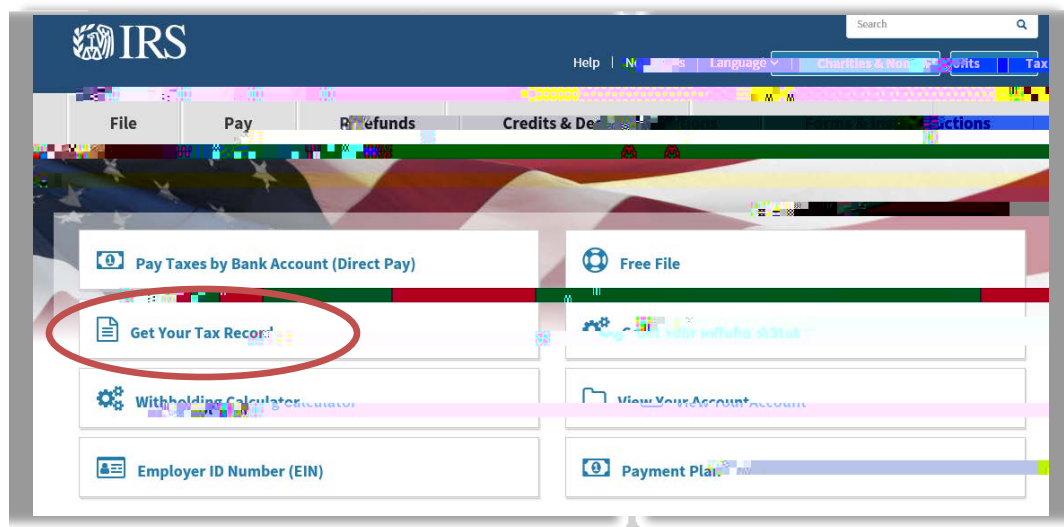


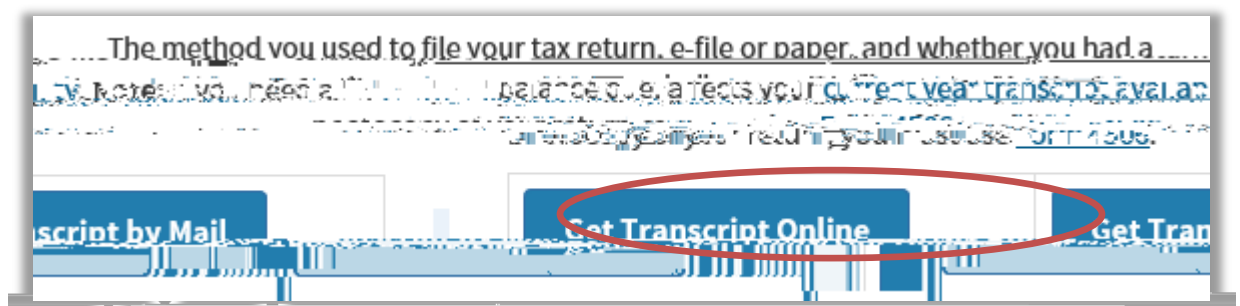
Requesting a Tax Return Transcript for FAFSA Verification

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, then click on “Get Your Tax Record”:



2. Click on “Get Transcript by Mail”:



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



The screenshot shows the 'Get Transcript' form on the IRS website. At the top, it says 'Get Transcript' and 'En Español | Privacy Notice'. Below that, it states 'All fields are required'. The form includes fields for 'Social Security Number', 'Date of Birth', and 'Street Address'. There is also a field for 'Enter the address' and a 'Continue' button at the bottom.

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



The screenshot shows the 'Get Transcript by Mail' dropdown menu on the IRS website. The menu is open, showing options for 'Return Transcript' and 'by Tax Year'. The year '2016' is selected. A red box highlights the 'Return Transcript' and 'by Tax Year' options. Below the dropdown is a 'Continue' button.

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.**