

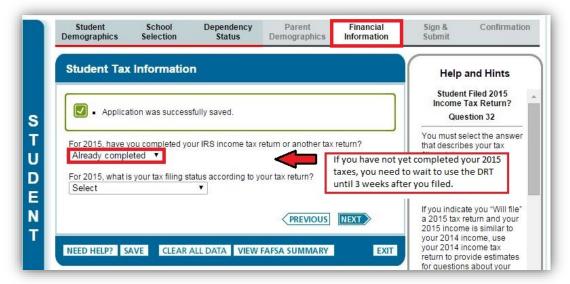
2016-2017

Using the DRT Tool for FAFSA Verification

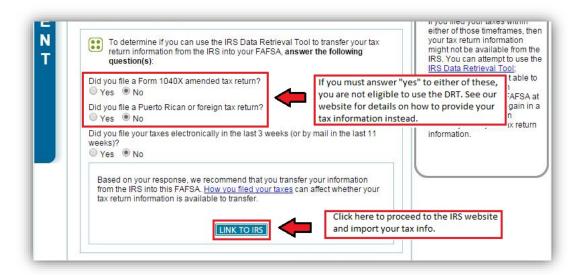
4301 Broadway CPO 308 San Antonio, Texas 78209 Phone: (210) 829-6008 Fax: (210) 283-5053 www.uiw.edu/finaid finaid@uiwtx.edu

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 within your FAFSA to import your tax information directly from the IRS. If you attempt to use the DRT but are not able/eligible, you can request a Tax Return Transcript instead. Instructions for requesting a Tax Return Transcript can be found online at http://www.uiw.edu/finaid/verification/index.html.

- 1. Go to www.fafsa.ed.gov to log in to your FAFSA using your FSA ID.
- 2. Once you've logged in, click on the "Financial Information" tab, and indicate your tax filing status:



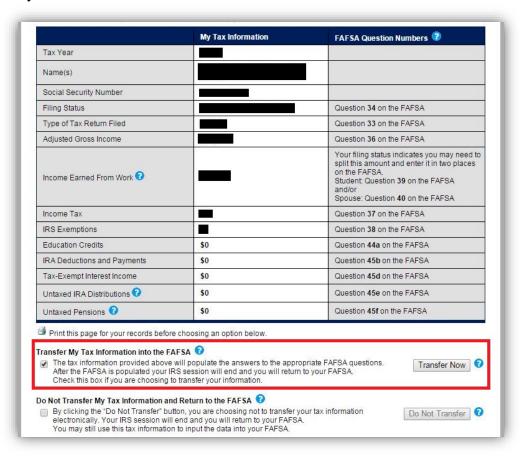
3. Indicate whether you filed a 1040x, a foreign tax return or filed in the past 3 weeks. If you did, you're not eligible for the DRT. If you filed a 1040x or a foreign tax return, see our <u>Verification FAQs</u> for instructions. If you are eligible, click to proceed to the IRS website:



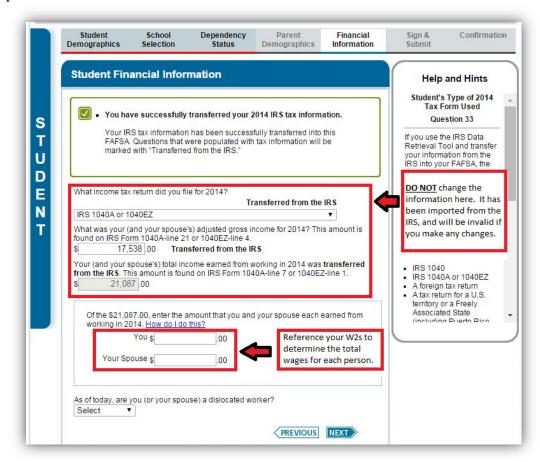
4. Enter your personal info to access your 2015 tax information, then click "submit":

First Name *	•	15 Federal Income Tax		
Last Name *	Make sure to use the			
Social Security Number *	address you filed with, even if you've	*** **		
Date of Birth *	since moved.		-	
Filing Status * 1				
21 1111	15 Federal Income Tax Return.	0		
Street Address *				
P.O. Box (Required if ente	red on your tax return) 🔞			
Apt. Number (Required if	entered on your tax return)			
Country *		United States	▼	
City, Town or Post Office *				
State/U.S. Territory *		Select One		
ZIP Code *				

5. The data from your 2015 taxes will appear. Click "Transfer Now" to import your tax info into your FAFSA:



6. You will see that your tax information has been imported into your FAFSA. Do not change the imported data, but do enter the wages of each party if you filed jointly with another person:



7. Make sure to proceed to the "Sign & Submit" tab to apply both student and parent signatures by using the respective FSA IDs. Regardless of whose tax information was imported, BOTH the student and parent must sign the FAFSA again. Independent students do not need parent signature.



8. Congratulations! Your tax data is now included in your FAFSA, and a record of this will be sent automatically to our financial aid office. Once we receive it, we will proceed with verification if all other documents are received. Please allow 3-5 days for verification to be completed. You will be notified through your Cardinal Mail email when the process is complete.