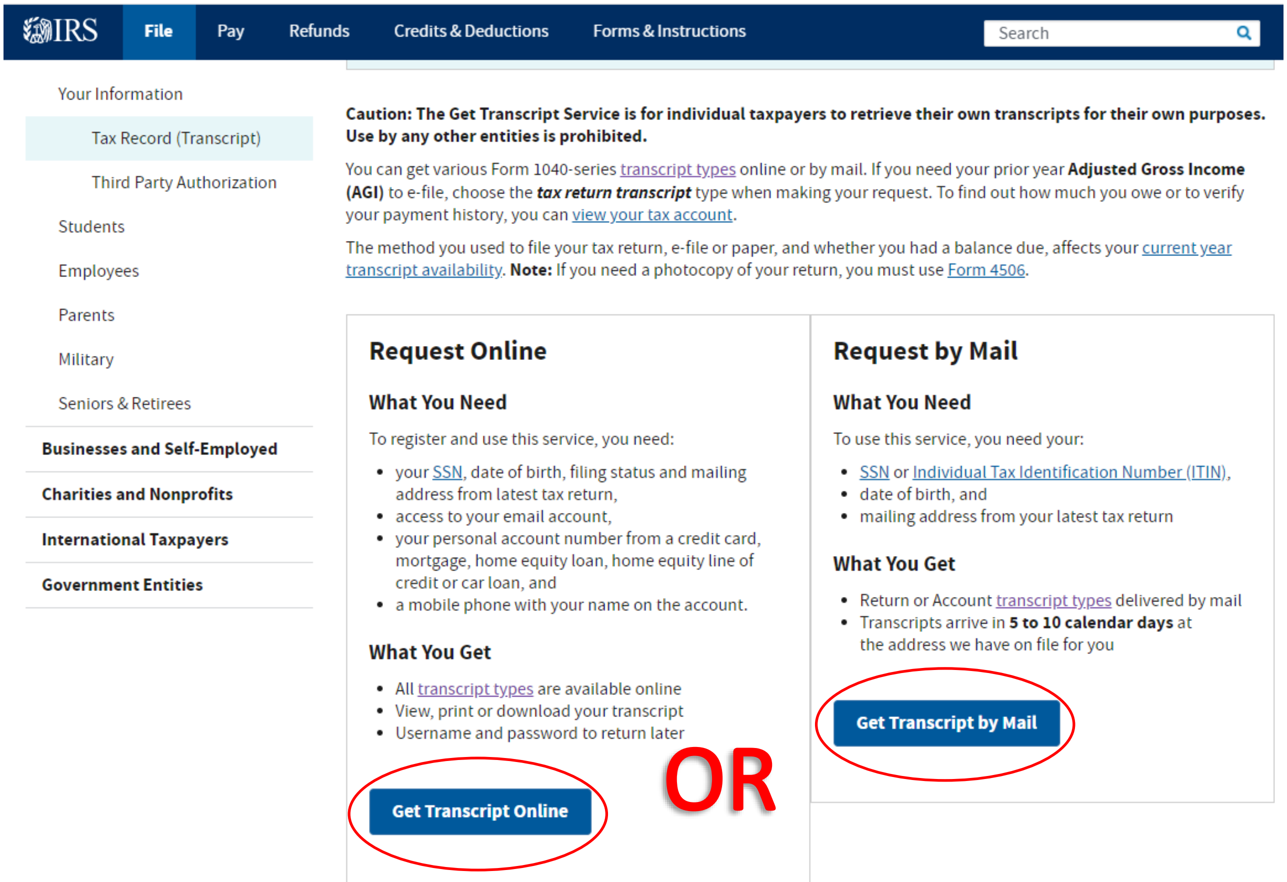
Requesting a Tax Transcript

Go to https://www.irs.gov/individuals/get-transcript

Click the button for “Get Transcript Online” or “Get Transcript by Mail” (Mailed Tax Transcripts are estimated to take 5-10 days to receive from the IRS).



Follow the instructions on the webpages that follow and when prompted for:

- **Type of Transcript**, it is important to select the **Return Transcript** option.
- **Tax Year**, be sure to select the correct year. This is two years prior to the academic year that you are in enrolled. For example, for enrollment in the academic year that starts in the fall of 2021, select Tax Year 2019.

Upload your tax transcript in Net Partner using the following instructions.

NET Partner Document Upload Instructions

1. Save your document to your computer only as a PDF or JPEG file that is a file size of 25MB or less.
2. Login to SchreinerOne at https://info.schreiner.edu/ICS/
3. Click the “Students” tab at the top (Use the “Admissions” tab if you are a new student and the “Students” tab is not yet available)
4. Click the “Financial Aid” link on the left side.
5. Look for the “NET Partner” link in the center.
6. After the new site opens, ensure the correct “Current Award Year:” is selected at the top of the page.
7. Click the Menu icon at the top and click “Required Documents”.
8. “Upload it now!” will appear next to the documents you are able to upload.
9. Click the Browse button, select your file, and then click the Upload button.
10. Confirm that you receive a message that says “Your file was uploaded successfully…”

    If you do not receive this message, you will need to try again.
11. The “Upload it now!” option will disappear next to the document on your NET Partner home screen and the Status will change to “Not Reviewed”.
12. After the Financial Services department has reviewed the document, the status will change to “Received”, “Incomplete”, or back to “Not Received” if the document uploaded was incorrect.
13. If the status returns to Not Received, the “Upload it now!” option will reappear to allow you to upload the corrected document.

Documents may also be faxed to (830) 257-3233, sent by postal mail, or hand delivered to the Financial Services department in the Welcome Center. However, to ensure the most secure and timely receipt and processing of your documents, you are encouraged to use your NetPartner account to upload all documents directly into your financial aid record.