



Personal. Global. Transformational.

VERIFICATION OF 2022 IRS INCOME TAX RETURN INFORMATION FOR PARENT TAX FILERS (Parent 2)

Instructions: Provide a copy of the parent or parents 2022 IRS Tax Return Transcript(s) or a signed copy of the 2022 income tax return and all schedules.

Important Note: The instructions apply to Parent 2 if the parents did not file a joint return. Notify the financial aid office if the parents filed separate IRS income tax returns for 2022 or had a change in marital status after December 31, 2022.

A 2022 IRS Tax Return Transcript may be obtained through:

- Get Transcript by Mail – Go to www.irs.gov, click "Get Your Tax Record." Click "Get Transcript by Mail." Make sure to request the "Return Transcript" and NOT the "Account Transcript." The transcript is generally received within 10 business days from the IRS's receipt of the online request.
- Get Transcript Online – Go to www.irs.gov, click "Get Your Tax Record." Click "Get Transcript Online." Make sure to request the "Return Transcript" and NOT the "Account Transcript." To use the Get Transcript Online tool, the user must have (1) access to a valid email address, (2) a text-enabled mobile phone (pay-as-you-go plans cannot be used) in the user's name, and (3) specific financial account numbers (such as a credit card number or an account number for a home mortgage or auto loan). The transcript displays online upon successful completion of the IRS's two-step authentication.
- Automated Telephone Request – 1-800-908-9946. Transcript is generally received within 10 business days from the IRS's receipt of the telephone request.
- Paper Request Form – IRS Form 4506T-EZ or IRS Form 4506-T. The transcript is generally received within 10 business days from the IRS's receipt of the paper request form.

How to submit documents:

DO NOT EMAIL copies of your tax returns to the Office of Financial Aid.

Tax forms can be uploaded to Financial Aid Colleague Self Service, faxed or mailed to:

Metropolitan Campus
201-692-2364 (fax)
1000 River Road T-KB1-04
Teaneck, NJ 07666

Florham Campus
973-443-8534 (fax)
285 Madison Ave M-MSO-02
Madison, NJ 07940

Contact the financial aid office if more information is needed.