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## VERIFICATION OF 2023 IRS INCOME TAX RETURN INFORMATION FOR STUDENT/SPOUSE TAX FILERS

**Instructions:** Provide a 2023 IRS Tax Return Transcript(s) or a signed copy of the 2023 income tax return and all schedules.

If the student is married and the student's spouse filed separate 2023 IRS income tax returns, provide the returns for both the student and the student's spouse.

**Important Note:** Notify the financial aid office if the student or spouse filed separate IRS income tax returns for 2023 or had a change in marital status after December 31, 2023.

### A 2023 IRS Tax Return Transcript may be obtained through:

- Get Transcript by Mail – Go to [www.irs.gov](http://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](http://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.

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