

2023 Student Tax Information Request

Your 2025-2026 Free Application for Federal Student Aid (FAFSA) was selected for review in a process called verification. The Office of Financial Aid will confirm the tax information reported on the FAFSA before we put on your Financial Aid awards. Please complete one of the options below within 30 days of this request. If there are differences between the FAFSA and the tax transcripts, the FAFSA may need to be corrected.

When completing the FAFSA, you, and your spouse if married, had to consent to importing tax information from the IRS to the FAFSA form. Your tax information was not available or could not be used, and you must submit your 2023 tax information to the Financial Aid Office.

The instructions below apply to yourself and your spouse if you are married.

- **Filed married and filed separate** 2023 tax returns, both you and your spouse must submit 2023 IRS Tax Return Transcripts.
- Filed an **amended 2023 IRS tax return**, please request the IRS Tax Return Transcript using one of the options below. You must also provide a signed copy of the 2023 IRS Form 1040X, Amended U. S. Individual Tax Return, which was filed with the IRS.
- If you were granted an **IRS filing extension**, or you were a victim of **Identity Theft**, please contact the Financial Aid Office.

You may obtain your 2023 IRS Return Transcript Request using one of the options below.

Get Transcript by MAIL (5-10 business days)	Get Transcript Online (Immediate access, but can be challenging)	Get Transcript by Phone (5-10 business days)
<p>Request online to be mailed: Get Transcript Internal Revenue Service (irs.gov) – Get transcript by mail</p> <p><input type="checkbox"/> SSN or ITIN <input type="checkbox"/> Birthdate <input type="checkbox"/> Mailing Address from your last tax return <input type="checkbox"/> Select IRS Tax Return Transcript, 2023</p> <p style="text-align: center;">or</p> <p>Paper Request Form 4506-T: Download the form at https://www.irs.gov/pub/irs-pdf/f4506t.pdf</p> <p><input type="checkbox"/> Complete items 1a - 4 <input type="checkbox"/> Check Line 6(a) Return Transcript <input type="checkbox"/> Enter 12/31/2023 on Line 9 for Year <input type="checkbox"/> Sign and date the form</p>	<p>Request online to download: Get Transcript Internal Revenue Service (irs.gov) – Sign in to your online account</p> <p><input type="checkbox"/> Select IRS Tax Return Transcript, 2023</p> <p>First time users will need to create an ID.me account. If you need help creating an ID.me account or verifying your identity, visit the ID.me IRS Help Site</p>	<p>Dial: 1-800-908-9946</p> <p>You will need: <input type="checkbox"/> SSN <input type="checkbox"/> Street Address (number only) <input type="checkbox"/> Request IRS Tax Return Transcript for 2023</p> <p>The tax transcript will be mailed to the address reported on the tax return.</p>

To upload your documents, log in to [MY Portal](#) at <https://myportal.madonna.edu>
 Select Students > E-Forms > Financial Aid Upload

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