

**Your 2024-2025 Free Application for Federal Student Aid (FAFSA) was selected for review in a process called verification. The Office of Financial Aid will compare the requested information against the information reported on the FAFSA before we make any Financial Aid awards.**

If there are differences in between the FAFSA and the information provided, the FAFSA may need to be corrected.

**Please submit all requested documents within 30 days.**

**Important Note:** The instructions below apply to the student and spouse, if married.

You indicated on the FAFSA that funds from the IRS Data Retrieval Tool were transferred to Untaxed Portions of IRA Distributions or the Untaxed Portions of Pensions and the amount includes a rollover.

We are required to collect one of the following to verify the information:

- A signed and dated written statement from the tax filer indicating the IRS-authorized rollover amount; or
- A copy of the Tax Return Transcript or alternative tax transcript signed and dated with the word "Rollover" handwritten next to the applicable line items.

### IRS Tax Return Transcript

**You can request the 2022 IRS Tax Return Transcript free of charge using one of these options:**

**Online:**

- Go to <https://www.irs.gov/individuals/get-transcript>, select **Get Transcript Online** or **Get Transcript by Mail**. Make sure to request the **IRS Tax Return Transcript** and not the IRS Tax Account Transcript.

**Telephone:**

- 1.800.908.9946, Enter SSN, Enter Street Address Numbers, Select Tax Transcript, Enter 2022 for Tax Year

**Paper:**

- Download IRS Form 4506T-EZ at: <https://www.irs.gov/pub/irs-pdf/f4506tez.pdf>

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