

## 2023 Parent Tax Information Request

Your son/daughter's 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 child's 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, parents are required 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 both parents in the household if they are married, or live together in the same residence.

- **Filed married and filed separate** 2023 tax returns, both parents in the household 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><b>Request online to be mailed:</b>  <a href="#">Get Transcript   Internal Revenue Service (irs.gov)</a> – 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 <b>IRS Tax Return Transcript, 2023</b>  or  <b>Paper Request Form 4506-T:</b>  Download the form at  <a href="https://www.irs.gov/pub/irs-pdf/f4506t.pdf">https://www.irs.gov/pub/irs-pdf/f4506t.pdf</a>  <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><b>Request online to download:</b>  <a href="#">Get Transcript   Internal Revenue Service (irs.gov)</a> – Sign in to your online account</p> <p> <input type="checkbox"/> Select <b>IRS Tax Return Transcript, 2023</b> </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 <a href="#">ID.me IRS Help Site</a></p>	<p><b>Dial:</b> 1-800-908-9946</p> <p>You will need:  <input type="checkbox"/> SSN  <input type="checkbox"/> Street Address (number only)  <input type="checkbox"/> <b>Request IRS Tax Return Transcript for 2023</b></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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