



VERIFICATION OF 2018 IRS INCOME TAX RETURN INFORMATION FOR STUDENT/SPOUSE TAX FILERS

Note: The instructions below apply to the student and the student's spouse, if the student is married.

If the student and the student's spouse filed separate 2018 IRS income tax returns, 2018 tax returns must be provided for both the student and the student's spouse.

Notify the financial aid office if the student/spouse had a change in marital status after December 31, 2018.

Instructions:

The best way to verify income is by using the IRS Data Retrieval Tool (IRS DRT) that is part of FAFSA on the Web at FAFSA.gov.

You can link your income information directly from the IRS website to the student's FAFSA. In most cases, no further documentation is needed to verify 2018 IRS income tax return information that was transferred into the student's FAFSA using the IRS DRT if that information was not changed by the FAFSA filer.

If you are unable or choose not to use the IRS DRT, you can submit your 2018 Tax Return Transcript or a SIGNED copy of your 2018 income tax return and applicable schedules to the Office of Financial Aid.

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

Tax forms can be 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.