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## VERIFICATION OF 2019 IRS INCOME TAX RETURN INFORMATION FOR PARENT TAX FILERS

### How to verify tax information:

**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.** The DRT links income information directly from the IRS to the student's FAFSA. If the DRT is used no further documentation is needed to verify income tax return information in most cases.

**If you are unable or choose not to use the IRS DRT,** you can submit your 2019 Tax Return Transcript or a SIGNED copy of your 2019 income tax return and applicable schedules to the Office of Financial Aid. **Please only send pages 1 and 2 of the 1040 form and schedules 1, 2 and 3 if the tax filer was required to submit those forms.**

If the student's parents filed separate 2019 IRS income tax returns, signed 2019 Tax Returns must be provided for both parents

Notify the financial aid office if the student's parents had a change in marital status after December 31, 2019.

### 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 Self Service on WebAdvisor, 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.