

GOUCHER | college  
**IRS 2023 Tax Return (Tip Sheet)**

How to submit:

Upload: [goucher.edu/faupload](https://goucher.edu/faupload)

Fax: 410-337-6504

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2023 tax information is normally automatically imported into the 2025-2026 FAFSA for anyone who is considered a required contributor. In some cases, you may need to submit documentation separately.

**Please note that all required contributors to the FAFSA must still provide consent on the FAFSA for tax information to be imported, regardless of their income or tax filing status. Being identified as a required contributor does not mean that an individual is required to pay toward the student's education.**

Department of Education contributor information and FAQ:

<https://studentaid.gov/apply-for-aid/fafsa/filling-out/help/contributor-information-list>

Department of Education informational video:

<https://www.youtube.com/watch?v=HXHaDOOx-Zw>

These are the two options for submitting tax information:

## 1 – Submit 2023 federal tax return forms and any required schedules

- Links below are to the blank PDF versions on the IRS web page as examples
- All pages of the 1040 form – [2 pages for the regular 1040 form](#)
- If a [Schedule 1 \(2 pages\)](#), [Schedule 2 \(2 pages\)](#), or [Schedule 3 \(2 pages\)](#) were filed they are required
- There is no need to submit state tax returns
- **Review the signature section at the bottom of page 2 of the 1040 form before submitting**
- If the return was not prepared by a person or organization with a registered PTIN number and you have not physically signed the return, then **please make sure you print your return and sign in ink** before scanning and sending to our office

## 2 – Submit a 2023 IRS Tax Return Transcript

- Can be obtained for free from the IRS
- <https://www.irs.gov/individuals/get-transcript>
- Please note that the transcript needed is a “Tax Return Transcript” and not the “Tax Account Transcript”

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If you have any questions, or need additional assistance, please feel free to contact us:

410-337-6141 or [finaid@goucher.edu](mailto:finaid@goucher.edu)