



# Widener University

## Instructions for Obtaining an Official IRS Verification of Non-filing

You may have been asked to provide Enrollment Services with a 2021 IRS Tax Return Transcript. You have indicated that you did not file a tax return for 2021. Therefore, you are required to submit an official IRS “Verification of Non-filing Letter”.

***The student’s ID number MUST be included on every document submitted.***

The form may be requested through [www.irs.gov](http://www.irs.gov), **after October 1, 2022**. The request may be made online or via the paper form 4506-T\* (<http://www.irs.gov/pub/irs-pdf/f4506t.pdf>).

Complete the request form and select box 7 “Verification of Non-filing.” In section 9, please request the verification for year ending 12/31/2021. Sign the form and either fax or mail it to the appropriate IRS address for your area; addresses are listed on page 2 of the request form.

We will not be able to complete your request for aid until we receive the 2021 Verification of Non-filing.

***The student’s ID number MUST be included on every document submitted. Forms without a student ID number will be shredded.***

**\*Verifications of Non-filing dated before October 1, 2022 will not be accepted\***

**In order to safeguard your personal information and comply with federal regulations, we have implemented Financial Aid Self-Service as a secure upload site. Please submit all documents through the student’s Financial Aid Self-Service site found here:**

**<https://d.widener.edu/Student/FinancialAid/Home>.**

*Updated 09.22.21*

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