



Widener University

Instructions for Obtaining an Official IRS Wage and Income Transcript

(Transcript of Form W-2, Form 1099 series, Form 1098 series, or Form 5498)

The student's ID number MUST be included on every document submitted

You have indicated that you did not file a tax return for 2022 or do not have W2s or other wage statements. Therefore, you are required to submit an official IRS Wage and Income Transcript.

The form may be requested through www.irs.gov. 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 8 (Form W-2, Form 1099 series, Form 1098 series, or Form 5498 series transcript). In section 9, please request the verification for year ending 12/31/2022. Sign the form and mail it to the appropriate IRS address for your area; addresses are listed on page 2 of the request form.

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

We will not be able to complete the financial aid process until we receive the 2022 Wage and Income Transcript.

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>.

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