



Widener University

Instructions for obtaining a 2022 Federal Tax Return Transcript

Your Free Application for Federal Student Aid (FAFSA) has been selected for Verification. In order to verify the information on your FAFSA, you must submit a copy of the 2022 IRS Federal Tax Return Transcript for you, your spouse, and/or your parent(s) to the Financial Aid Office. **The student's ID number MUST be included on every document submitted. Forms received without a student ID number will be shredded.**

A request for the Tax Return Transcript can be made either on Form 4506-T <http://www.irs.gov/pub/irs-pdf/f4506t.pdf> or certain individuals may be able to use the IRS Website. If using the Form 4506-T, please note that you will need to submit separate copies for each individual. *You will get a faster response if you fax the forms instead of mailing them. Be sure to indicate the Year or period requested in item 9 as 12/31/2022.*

Online Instructions

- 1) Go to www.irs.gov.
- 2) Under the Tools sections, click "Get Your Tax Record."
- 3) Choose either "Get Transcript ONLINE" or "Get Transcript by MAIL"
- 4) Follow the online instructions

For Mail Requests

- A. File attached form 4506-T
- B. Enter information for tax filer **If it is a joint return, use the name of first filer listed**
-be sure to use the exact Street Address as when the taxes were filed
- C. For line 6 enter "2022"
 - a. Check box 6a for a "Return Transcript"
- D. For line 9 enter "12/31/2022"
Transcripts will be sent to the filer's address listed on the return and a copy of the Tax Return Transcript should then be forwarded to Widener University in person or by mail or fax.

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

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>.