Ordering a Tax Return Transcript from the IRS

Please note: We are asking for an official document from the IRS, NOT a tax return form.

If you are not able to transfer your tax information directly from the IRS into the FAFSA, you are instead required to submit the applicable student and/or parent IRS Tax Return Transcript(s) and a copy of all W-2s used in filing taxes.

You can request a **Tax Return Transcript** from the IRS free of charge using one of the methods below.

- **Recommended: Request your Tax Return Transcript online or by mail.** Go to **IRS.gov**, scroll down to "Popular topics." Click on "Tax records." Then choose one of the following:
  - Online: Click "Sign in to your online account." Sign in or create an account, then follow the prompts to view, download, or print your Tax Return Transcript(s).
  - By mail: Under "Alternative to getting a transcript online," click "Get transcript by mail" to have transcript(s) mailed to you.
- Call 800-908-9946.
- Submit IRS Form 4506-T or 4506T-EZ to the IRS.