

# 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 ineligible or choose not to use the IRS Data Retrieval Tool, 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:

- Go to [IRS.gov](https://www.irs.gov) and click on “[Get Your Tax Record](#)” and then “[Get Transcript by Mail](#)” to have transcript(s) mailed to you (**Recommended method**)
- Call 800-908-9946
- Submit IRS Form [4506-T](#) or [4506T-EZ](#) to the IRS