

How do I get my tax documents online?

Last Modified on 02/20/2026 10:04 am MST

If you are selected for [verification](#), one of the common requirements is tax information. The FAFSA requires that applicants directly transfer tax and income information from the IRS using the FAFSA Direct Transfer (FA-DDX). If for any reason you aren't able to directly transfer your tax information, you can request free tax document(s) directly from the IRS. Tax documents can be ordered online at www.irs.gov or by calling 800-908-9946. You will have the option of ordering online (immediate receipt) or having it sent in the mail (takes 5-10 business days to arrive).

Before following the instructions below, please identify which tax document(s) you will need:

- **If you filed taxes:**

- Directly transfer tax information to the FAFSA by updating your application on studentaid.gov **or**
- Request a Tax **Return** Transcript

- **If you did not file taxes AND did not have any income:**

- Request a Non-Filing letter from the IRS **or**
- Request a Tax Return Transcript/Account Transcript which indicates "no record found" from the IRS

- **If you did not file taxes but did have income:**

- Request a Non-Filing letter from the IRS **or**
- Request a Tax Return Transcript/Account Transcript which indicates "no record found" from the IRS
- **AND** a copy of all W-2s (or equivalent document) **OR** the Wage and Income Transcript

To order tax documents online:

Launch the website at www.irs.gov and click on "Get Your Tax Records and Transcripts". The Get Transcript Online tool allows the user to immediately receive an online PDF version of their IRS Tax Return Transcript or, if appropriate, a Wage and Income Transcript.

□

The **Get Transcript Online** tool uses a two-step, multi-factor authentication process that requires the user to register before submitting a transcript request.

□

To use the **Get Transcript Online** tool, the user must have (1) access to a valid email address, (2) a text-enabled mobile phone (pay-as-you-go plans cannot be used) in the user's name, and (3) specific financial account numbers (such as a credit card number or an account number for a home mortgage or auto loan). Note that the IRS **Get Transcript Online** registration process will not result in any charges to the card or to the financial account.

During the **Get Transcript Online** registration process, the IRS will send the user a confirmation code via email and an authentication code via text. The IRS email and text will contain a one-time code that the user will use to finalize the **Get Transcript Online** registration. Note that the IRS will never request log-in information or personal data via email or text.

A tax filer who is not able to successfully register for the **Get Transcript Online** will be able to request a tax return transcript using one of the following methods:

- Order by Phone
 - 800-829-1040
 - The IRS can mail transcripts or fax to the student if they can confirm they are standing next to the fax machine
 - Local IRS Office
 - Students can visit the following link to locate an IRS office near them
 - <https://apps.irs.gov/app/officeLocator/index.jsp>
-