

Downloading Tax Transcripts for Verification

***Make an ID.me account if you do not have one.**

1. Go to irs.gov and click [Sign in](#) on the top right.
2. Where it says “Individual”, click the button that says [Sign in to individual account](#).
3. Sign into your [ID.me](#) account.
4. Scroll down to “Records and Status” and click [View Tax Records](#).
5. Click the blue [View Transcripts](#) button.

If you were asked for your [W2](#) or [Wage and Income Transcript](#):

1. Scroll down to “Wage and Income Transcripts”.
2. Click EN (English) next to the year requested.
3. Download the PDF.

****DO NOT*** upload your Account Transcript. This is not the document requested, and it will be rejected.

If you were asked for your [Tax Return Transcript](#):

1. Under “Return Transcripts”, click EN (English) next to the year requested.
2. Download the PDF.

If you were asked for your [IRS Form 1040](#), you will need to get this from whoever you filed your taxes with. *Page 2 of this form needs to be signed.

Upload the document to wiregrass.studentforms.com to complete your verification.