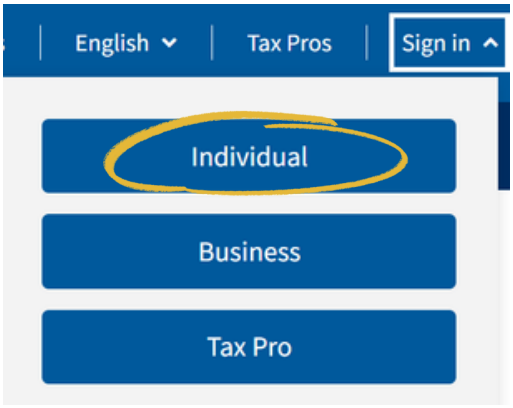
Downloading Tax Transcripts

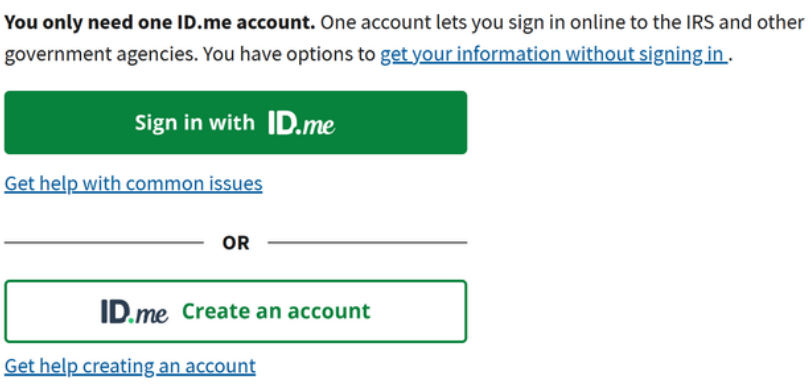
*Please read and follow all instructions *in order*.

1. Go to **https://irs.gov**

2. Click '**Sign in**' in the top right, and select the option for **Individual**



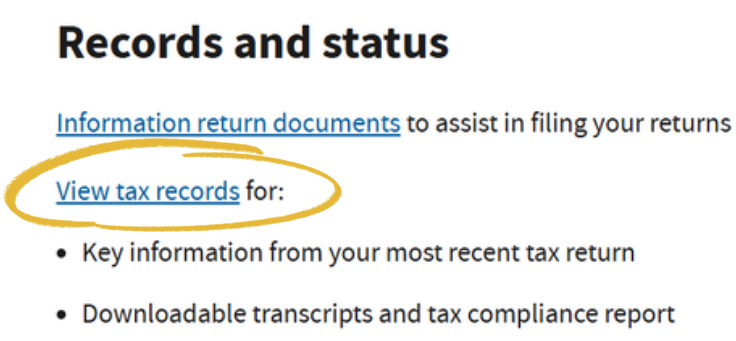
3. Sign in to your **ID.me** account or create one.



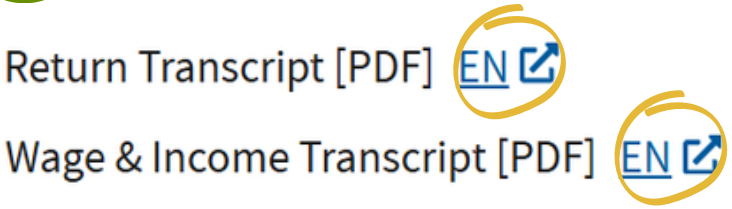
4. Scroll down to '**Records and Status**' and click '**View Tax Records**'.

5. Click the '**View Transcripts**' button.





6. **Click EN** (English) next to the requested document and tax year.



****Do NOT download the Account Transcript**

7. **Upload** the PDF to wiregrass.studentforms.com to complete your verification.

Monitor your Wiregrass student email for updates. For questions, email financialaid@wiregrass.edu!