Navigating the IRS web portal can be difficult and confusing, and we are happy to help with some instructions. This guide will help you download your Wage and Income Transcripts and Tax Return Transcripts:

**First, you will need to set up an ID.me account on the IRS website.**

1. Get your Driver's License out and keep it at hand.
2. Visit **IRS.gov**
3. Click **Sign in** in the upper right corner of the screen, then click **Create account**.
4. Under Individual, click **Sign in or create account**.
5. Click **ID.me Create an account**.
6. Follow the prompts to set up your ID.me account.

**Once the account is created, download your transcripts.**

1. Log in at **IRS.gov**
2. Click **Menu** if on a cell phone, or locate the options along the top of the screen if on a computer or tablet.
3. Click **Records and Status**.
4. Click **Tax Records**.
5. Click **View Transcripts**.
6. **Do not use the option that allows you to share the documents directly to an email address**. This typically generates an email with a link that cannot be opened by us.
7. **Download** or **Save** the two most recent **Wage and Income Transcripts**.
    - If it is early in the current year, download the third most recent Wage and Income Transcript as well, since the most recent one may be incomplete.
8. **Download** or **Save** the two most recent **Return Transcripts**.
9. **If the Download function is not available:**
    a. Look for an option to **Print** each file
    b. Select the option to **Print as a PDF**
    c. Select the **Downloads** folder for the PDF to be saved.

**Note: we do not need Account Transcripts or Record of Account Transcripts** and cannot accept them in place of the other documents.