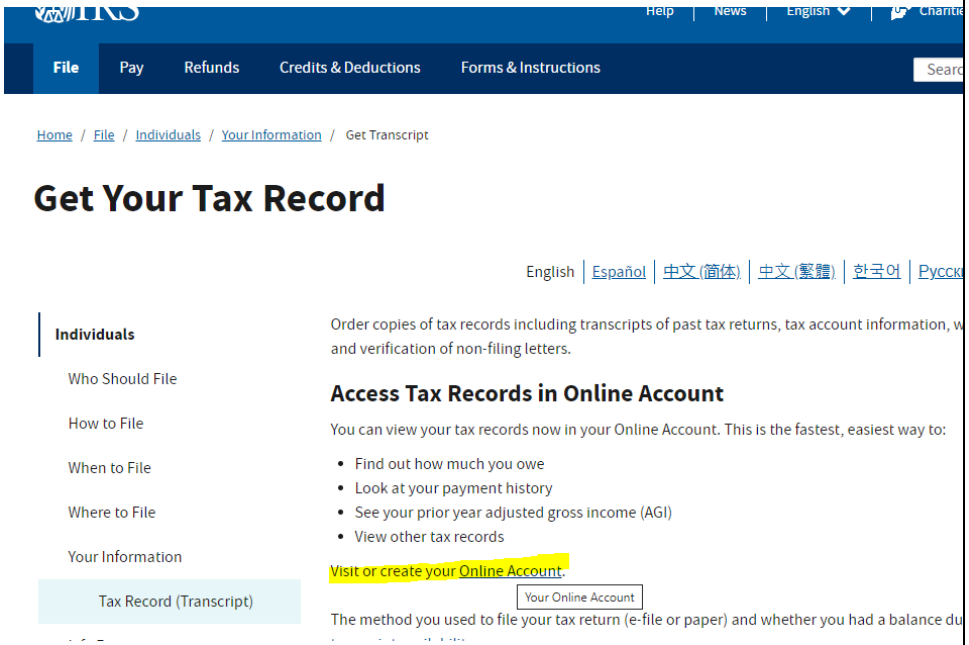
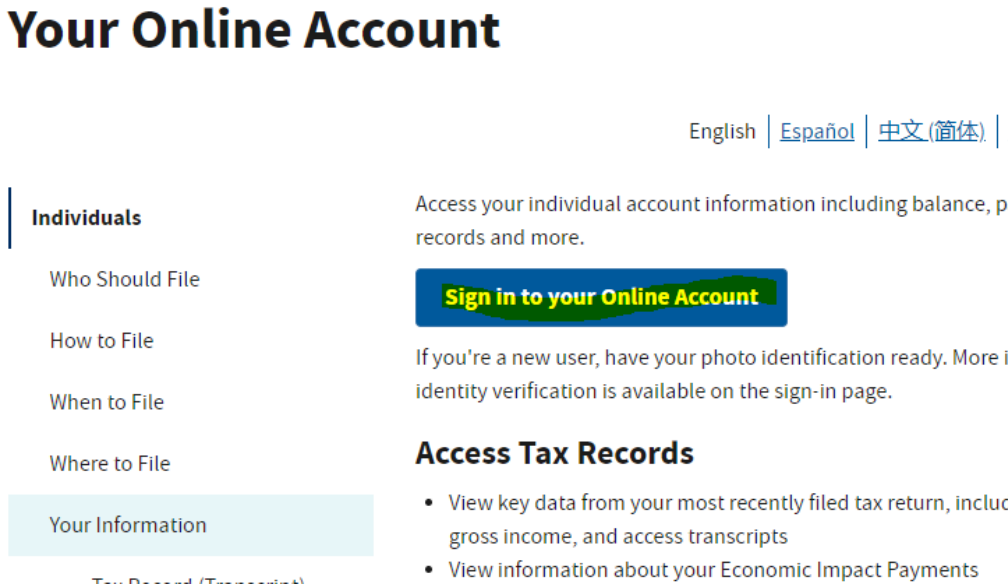
Sending an IRS Tax Transcript Form

Sending an IRS Tax Transcript Form

Step 1: Visit https://www.irs.gov/individuals/get-transcript and go to your Online Account.



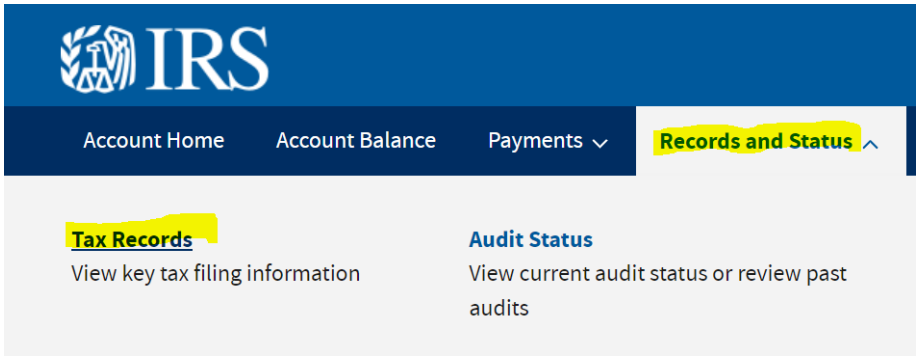
Step 2: Sign In to your Online Account. (You can either use your ID.Me account, or you can make a new account.)



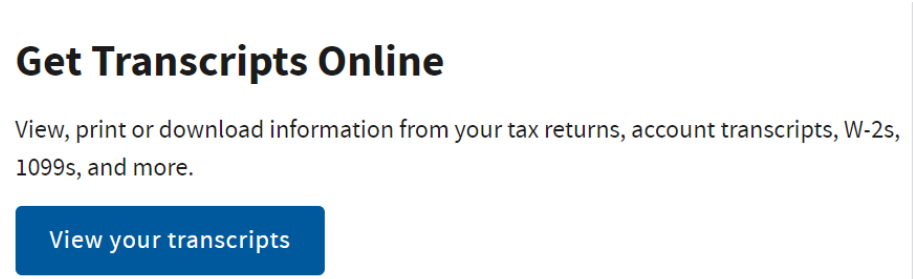
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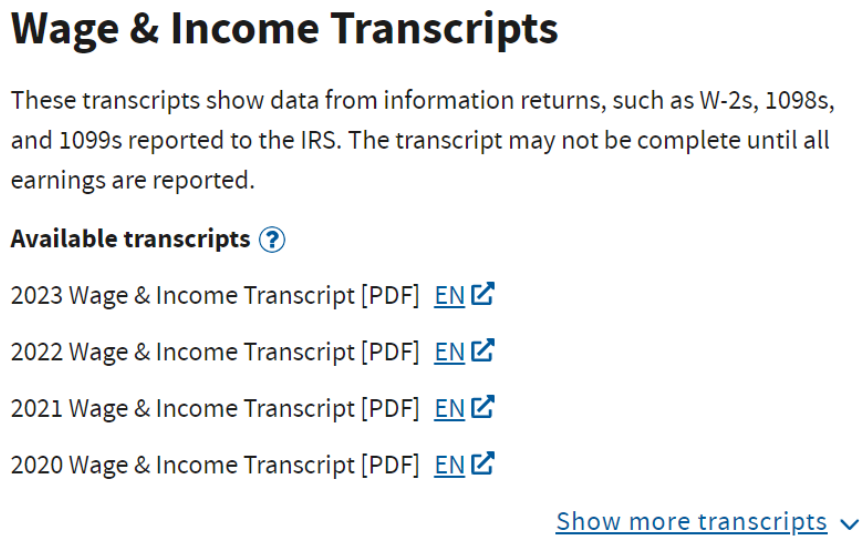
Step 3: Choose “Tax Records” under the “Records and Status” tab.



Step 4: Scroll down to “Get Transcripts Online” and choose “View your transcripts.”



Step 6: Scroll Down to “Wage and Income” Transcript, and click on EN next to the transcript that you need, or click “Show more transcripts” for older transcripts.



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Step 7: Once you click on “EN” next to the year requested, a document will populate that looks similar to the one pictured below. Please pay attention to the document header and “Tax Period Requested” to ensure it is the correct document.

Internal Revenue Service
United States Department of the Treasury

This Product Contains Sensitive Taxpayer Data

Request Date: 12-26-2024
Response Date: 12-26-2024
Tracking Number: [redacted]

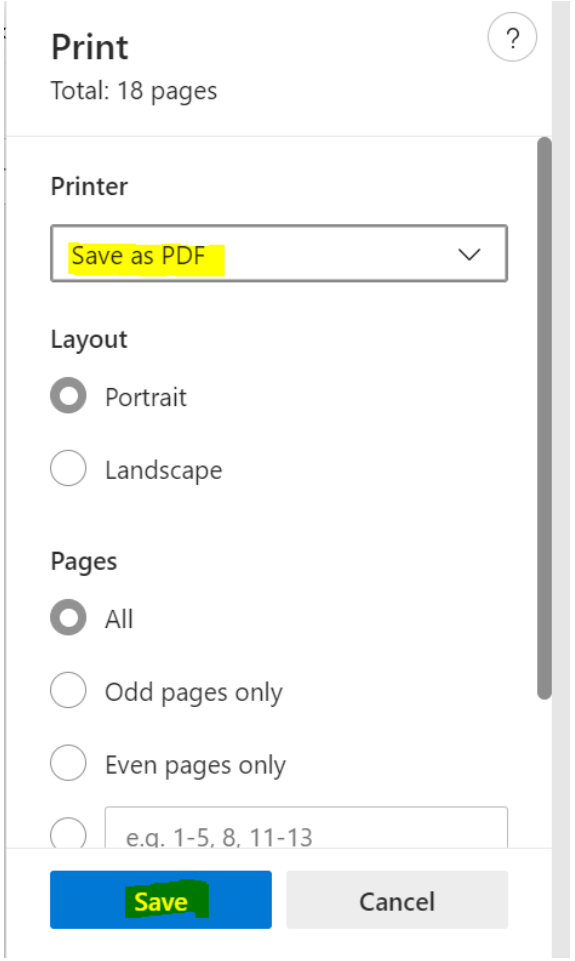
Wage and Income Transcript

SSN Provided: XXX-XX-[redacted]
Tax Period Requested: December, 2023

Form W-2 Wage and Tax Statement

Employer:

Step 8: Please save this document as a PDF and attach to your email to submit! (You can do this by hitting Ctrl+P and then choosing “Save As PDF” as a Printer Option!)



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