HOW TO REQUEST AN IRS TAX TRANSCRIPT

2. Click “Get Transcript By Mail”
3. A warning message will pop up – click OK
4. One the “Get Transcript” page, you will be asked to provide:
   a. Your Individual Tax ID Number (Your Social security number)
   b. Date of Birth
   c. Filing status
   d. Address
5. Select the checkbox at the bottom of the page to proceed and then click continue.
6. Make sure your pop-ups aren’t blocked for this webpage.

It may take 10-14 business days to received your IRS tax return transcript in the mail. Once you’ve received your Return Transcript you may forward it to Student Financial Services by fax at 1-877-806-6730 or by scanning and e-mailing it to us at financialservices@tkc.edu.