



THE KING'S COLLEGE
NEW YORK CITY

HOW TO REQUEST AN IRS TAX TRANSCRIPT

1. Go to <https://www.irs.gov/Individuals/Get-Transcript>
2. Click "Get Transcript By Mail"
3. A warning message will pop up – click OK
4. On 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 receive 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](tel:1-877-806-6730) or by scanning and e-mailing it to us at financialservices@tkc.edu.