



California State University, Sacramento
 Student Service Center
 Financial Aid & Scholarships Office
 Lassen Hall
 6000 J Street, Sacramento, CA 95819-6044
 Phone: (916) 278-1000

Print Name: _____

Sac State ID #:

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SPOUSE TAX TRANSCRIPT COVER SHEET

Select and complete one of the following

Submit paper copy of your spouse’s **2018 Tax Return Transcript** or *signed 2018 Federal Tax Return*

- Transcripts must be requested from the IRS and are free of charge (see the IRS Tax Transcript Request Options below)
- Attach this cover sheet to your tax document

NOTE: Be sure to print the student’s name and Sac State ID at the top of each page

HOW TO REQUEST AN IRS TAX RETURN TRANSCRIPT

Get Transcript ONLINE – Go to www.irs.gov

- Under “Get Your Tax Record,” select “Get Transcript Online”
- Log in and make sure to request a “Tax Return Transcript”

Get Transcript IN PERSON

- Call 1-844-545-5640 to schedule an appointment at a local IRS office

Paper Request Form

- Complete the IRS Form 4506-T
 - Fill in lines 1a through 4
 - Lines 5, 6, 7, 9 and the signatory checkbox have been completed for you
 - Signature of taxpayer(s) provide your phone number
 - Print the form, then sign and date in ink
- Mail or fax to the IRS as instructed on page 2 of Form 4506-T under the heading “Chart for individual transcripts”
- The Letter will arrive in 5 to 10 business days

Automated Telephone Request – Call 1-800-908-9946