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

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**HOW TO REQUEST AN IRS TAX RETURN TRANSCRIPT**

**Get Transcript ONLINE** – Go to [www.irs.gov](http://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

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Once completed upload financial aid documents at [https://onbase.csus.edu/unity/forms/faupload.aspx](https://onbase.csus.edu/unity/forms/faupload.aspx)