Select and complete one of the following

☐ Submit tax information using the IRS Data Retrieval Tool that is part of the FAFSA on the Web at www.fafsa.gov
  – With this option, no further action is required on your part
  – The Financial Aid and Scholarships Office will be notified electronically within 3-5 days
  --------------------------------OR--------------------------------------

☐ Submit paper copy of your 2018 Tax Return Transcript or a signed copy your 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 your 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
    o Fill in lines 1a through 4
    o Lines 5, 6, 7, 9 and the signatory checkbox have been completed for you
    o Signature of taxpayer(s) provide your phone number
    o 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