



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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**PARENT TAX TRANSCRIPT COVER SHEET**

**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](http://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](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

Once completed upload financial aid documents at <https://onbase.csus.edu/unity/forms/faupload.aspx>