



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 #:

STUDENT AMENDED TAX (1040X) RETURN COVER SHEET

Provide our office with the following

A copy of your **2018 Tax Return Transcript** from the IRS or *signed 2018 Federal Tax Return*

- If you have already submitted one, then do not re-submit a copy
- See the IRS Tax Return Transcript Request Options below

AND

A **signed** copy of the 2018 IRS Form 1040X that was filed with the IRS

NOTE: Be sure to print your 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