STUDENT 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
   - 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

☐ Submit paper copy of your 2018 Tax Return Transcript or signed copy of 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 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

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