



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 #:

SPOUSE AMENDED TAX (1040X) RETURN COVER SHEET

Provide our office with the following

- A copy of your 2019 Signed Tax Return or 2019 IRS Tax Transcript from the IRS. 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 2019 IRS Form 1040X that was filed with the IRS
 - ❖ If you have questions about completing the 1040X visit <https://www.irs.gov/pub/irs-pdf/i1040x.pdf>

NOTE: Be sure to print the student’s name and Sac State ID at the top of each page of the IRS Tax Return Transcript and IRS Form 1040X

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”
 - ❖ Login and make sure to request a “Tax Return Transcript”
- **Automated Telephone Request** – Call 1-800-908-9946

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