



California State University, Sacramento
 Student Service Center
 Financial Aid and Scholarships Office
 Lassen Hall
 6000 J Street, Sacramento, CA 95819-6044
 Phone: (916) 278-1000

Print Name: _____

Sac State ID #:

STUDENT TAX TRANSCRIPT COVER SHEET

Select and complete one of the following

Use **IRS Data Retrieval Tool** via FAFSA on the Web at www.fafsa.ed.gov
 - The Financial Aid and Scholarship Office will be notified electronically within 3-5 days of the update

-----OR-----

Submit hard copies of your **2019 Tax Return Transcript**
 - Copy must be requested from the IRS and it is free of charge
 - See the IRS Tax Transcript Request Options below
 - Attach this cover sheet to your Tax Return Transcripts

-----OR-----

Submit a signed copy of your **2019 Tax Return**
 - Include all pages of the 1040 including schedules filed

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

- **Request Transcript ONLINE:** Go to www.irs.gov
 - ❖ Get Transcript Online
 - Under “Get Your Tax Record,” select “Get Transcript Online”
 - Login and make sure to request a “Tax Return Transcript”
 - Print or download your Transcript
 - ❖ Get Transcript by Mail
 - Under “Get Your Tax Record,” select “Request by Mail”
 - Make sure to request a “Tax Return Transcript”
 - The Transcript will arrive in 5 to 10 calendar days
- **Automated Telephone Request:** Call 1-800-908-9946

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