



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 2020 Tax Return 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 2020 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>
 - ❖ If the IRS amended the return on behalf of the tax filer, submit documentation supporting the changes that were made.

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”
 - ❖ 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>