



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 2021 Signed Tax Return or 2021 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 2021 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 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://onbaseform.csus.edu/obforms/eforms/STDAF/DocumentSubmission/finaidupload.aspx>