



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 2021 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 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 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](http://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>