



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 **TWO** documents:

1. A copy of your 2022 Tax Return Transcript from the IRS. Do not re-submit if already submitted.

- See the IRS Tax Return Transcript Request Options below

### **AND**

2. A **signed** (wet signature) copy of the 2022 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

**ATTACH ALL REQUESTED DOCUMENTS TO THIS COVER SHEET**  
**Be sure to print your (student) 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](http://www.irs.gov)
  - Under "Get Your Tax Record," select "Get Transcript Online"
  - Login and make sure to request a "Tax Return Transcript"
  - Print or download your Transcript
- **Automated Telephone Request:** Call 1-800-908-9946
  - This option should generate a hard-copy letter to the taxpayers' address
- **4506-T Paper Request** - <https://www.irs.gov/pub/irs-pdf/f4506t.pdf>. Refer to Page 2 of the 4506-T for instructions on how to submit the form to the IRS. This option should generate a hard-copy letter to your taxpayers' address

Once completed upload financial aid documents at  
<https://onbaseform.csus.edu/obforms/eforms/STDAF/DocumentSubmission/finaidupload.aspx>