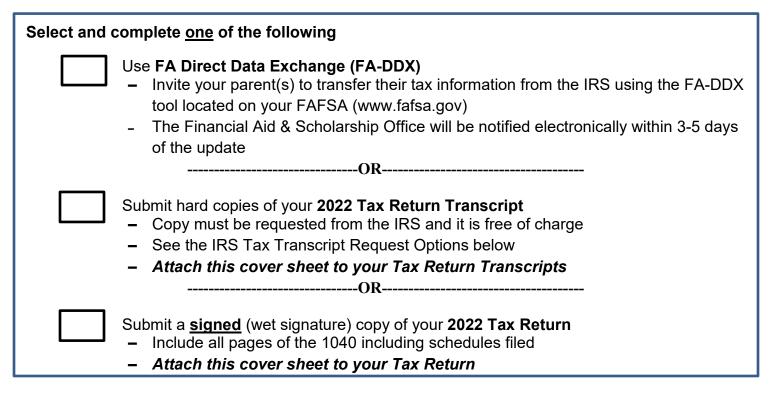


California State University, Sacramento Student Service Center Financial Aid and Scholarships Office Lassen Hall 6000 J Street, Sacramento, CA 95819-6044 Phone: (916) 278-1000

PARENT TAX TRANSCRIPT COVER SHEET



NOTE: 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 <u>www.irs.gov</u>
 - 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
- <u>4506-T Paper Request</u> 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 <u>https://onbaseform.csus.edu/obforms/eforms/STDAF/DocumentSubmission/finaidupload.aspx</u>