



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 **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 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
 - 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>