



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

Print Name: _____

Sac State ID #:

STUDENT TAX TRANSCRIPT COVER SHEET

Select and complete one of the following

Use **FA Direct Data Exchange (FA-DDX)** located on your FAFSA (www.fafsa.gov)
 - The Financial Aid & Scholarship Office will be notified electronically within 3-5 days of the update

-----OR-----

Submit hard copies of your **2022 Tax Return Transcript**
 - Copy must be requested from the IRS and it is free of charge
 - See the IRS Tax Transcript Request Options below
 - **Attach this cover sheet to your Tax Return Transcripts**

-----OR-----

Submit a signed (wet signature) copy of your **2022 Tax Return**
 - Include all pages of the 1040 including schedules filed
 - **Attach this cover sheet to your Tax Return**

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

- **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>