Please complete the following steps:

- Submit a copy of 2014 IRS Form 4868
  - Print the student’s name and Sac State ID clearly at the top of Form 4868
  - Attach this cover sheet to your Form 4868

Once the tax extension expires on **October 15, 2015**

- Use the **IRS Data Retrieval Tool** that is part of FAFSA on the Web at [www.fafsa.gov](http://www.fafsa.gov)

**OR**

- Submit a **2014 Tax Return Transcript**
  - See instructions below to receive a copy from the IRS
  - Print your student’s name and Sac State ID clearly at the top

**Online Tax Return Transcript Request**
- Tax documents are available in real time and may be saved and/or printed

**Online Tax Return Transcript Mail Request**
- Transcripts arrive in 5 to 10 calendar days

**Telephone Tax Return Transcript Request**
- Available from the IRS by calling **1-800-908-9946**
- If successfully validated, tax filers can expect to receive a paper IRS Tax Return Transcript at the address used in their telephone request, within 5 to 10 days from the time the IRS receives the request

**Form 4506T Tax Return Transcript Request**
- Request Form 4506T may be printed out from [www.irs.gov](http://www.irs.gov)
- Form 4506T may be mailed or faxed
- Transcripts arrive in 5 to 10 calendar days