Please complete the following steps:

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

- Request a **2014 Tax Return Transcript** from the IRS
  - This IRS service is free of charge
  - See the instructions below

- Attach this cover sheet to your Tax Return Transcript
  - Print your student’s name and Sac State ID clearly at the top of each page of the Tax Return Transcript

### 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