STUDENT/SPOUSE TAX TRANSCRIPT COVER SHEET

Please complete the following steps:

☐ Use the IRS Data Retrieval Tool that is part of the FAFSA on the Web at 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 name and Sac State ID clearly at the top of each page of the Tax Return Transcript

Online Tax Return Transcript Request
• Print your Tax Return Transcript at www.irs.gov/Individuals/Get-Transcript
• Tax documents are available in real time and may be saved and/or printed

Online Tax Return Transcript Mail Request
• Request is available at www.irs.gov/Individuals/Get-Transcript
• 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
• Form 4506T may be mailed or faxed
• Transcripts arrive in 5 to 10 calendar days