SPouse Amended Tax (1040X) Return Cover Sheet

Provide our office with the following:

- A copy of your 2017 Tax Return Transcript from the IRS
  - If you have already submitted one, then do not re-submit a copy
  - See the IRS Tax Return Transcript Request options below
  - AND

- A signed copy of the 2017 IRS Form 1040X that was filed with the IRS

NOTE: Be sure to print the student’s name and Sac State ID at the top of each page of the IRS Tax Return Transcript and IRS Form 1040X

How to Request an IRS Tax Return Transcript

- Get 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”

- Get Transcript by MAIL – Go to www.irs.gov
  - Under “Get Your Tax Record,” select “Get Transcript by Mail.”
  - Allow 5 – 10 calendar days to receive the transcript

- Paper Request Form
  - Use the IRS Form 4506-T available on the Sac State Financial Aid Forms website at www.csus.edu/faid
  - Go to the 2019-2020 Financial Aid Forms & Documents, then select Student Documents
  - To complete Form 4506-T
  - Fill in lines 1a through 4 and 6
  - Lines 5, 6a, 9 and the Signatory checkbox are already completed for you
  - Signature of taxpayer(s) provide your phone number
  - Print the form, then sign and date it in ink
  - Mail or fax to the IRS as instructed on page 2 of Form 4506-T under the heading “Chart for individual transcripts”
  - The Transcript will arrive in 5 to 10 calendar days

- Automated Telephone Request – Call 1-800-908-9946