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
    \textbf{AND}

- A \textbf{signed} copy of the 2017 IRS Form 1040X that was filed with the IRS

\textbf{NOTE:} Be sure to print your student’s name and Sac State ID at the top of each page

\textbf{HOW TO REQUEST AN IRS TAX RETURN TRANSCRIPT}

- \textbf{Get Transcript ONLINE} – Go to \url{www.irs.gov}
  - Under “Get Your Tax Record,” select “Get Transcript Online”
  - Login and make sure to request a “Tax Return Transcript”

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

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

- \textbf{Automated Telephone Request} – Call 1-800-908-9946