Select and complete one of the following

☐ Submit Tax information using the IRS Data Retrieval Tool that is part of the FAFSA on the Web at www.fafsa.ed.gov
   - With this option, no further action is required on your part
   - The Financial Aid and Scholarship Office will be notified electronically within 3-5 days

----------------------------------OR----------------------------------

☐ Submit paper copies of your 2017 Tax Return Transcript
   - Copy must be requested from the IRS and it is free of charge
   - See the IRS Tax Transcript Request Options below
   - Attach this cover sheet to your Tax Return Transcripts

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

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 Parent 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