STUDENT 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 your 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](http://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](http://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](http://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 Transcripts will arrive in 5 to 10 calendar days

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