STUDENT TAX TRANSCRIPT COVER SHEET

<table>
<thead>
<tr>
<th>Print Name:</th>
<th>Sac State ID #:</th>
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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](http://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 hard 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 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 Transcript will arrive in 5 to 10 calendar days

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