



California State University, Sacramento
Financial Aid Office, Lassen Hall 1006
6000 J Street, Sacramento, CA 95819-6044
Phone: (916) 278-6554
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Student Name: _____

Sac State ID#:

Student Tax Transcript Cover Sheet

Please complete the following steps:

- ☐ Request a **2012 Tax Return Transcript** from the IRS
-This IRS service is free of charge. See instructions below.
- ☐ Print your name and Sac State ID clearly at the top of your Tax Transcript
- ☐ Attach this cover sheet to your Tax Return Transcript

Online Tax Return Transcript Request

- Available on the IRS Web site at www.irs.gov
- Below the Tools section of the homepage click "**Order a Tax Return or Account Transcript**"
- After reading through steps 1-3, Click "**Order a Transcript**" under Step 3
- Enter the tax filer's Social Security Number, date of birth, street address, and zip or postal code. Use the address currently on file with the IRS. Generally this will be the address that was listed on the latest tax return filed. However, if an address change has been completed through the US Postal Service, the IRS may have the updated address on file.
- Click "**Continue**"
- In the **Type of Transcript** field, select "**Return Transcript**" and in the Tax Year field, select "**2012**".
- If successfully validated, tax filers can expect to receive a paper IRS Tax Return Transcript at the address provided during their online request, within 5 to 10 days of a successful request submission to the IRS.
- IRS Tax Return Transcripts requested online cannot be sent directly to a school by the IRS.

Telephone Tax Return Transcript Request

- Available from the IRS by calling **1-800-908-9946**
- Tax filers must follow prompts to enter their social security number and the numbers in their street address. Generally this will be numbers from the street address that was listed on the latest tax return filed. However, if an address change has been completed through the US Postal Service, the IRS may have the updated address on file.
- Select "**Option 2**" to request an **IRS Tax Return Transcript** and then enter "**2012**".
- If successfully validated, tax filers can expect to receive a paper IRS Tax Return Transcript at the address that was used in their telephone request, within 5 to 10 days from the time the IRS receives the request.
- IRS Tax Return Transcripts requested by telephone cannot be sent directly to a school by the IRS.

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