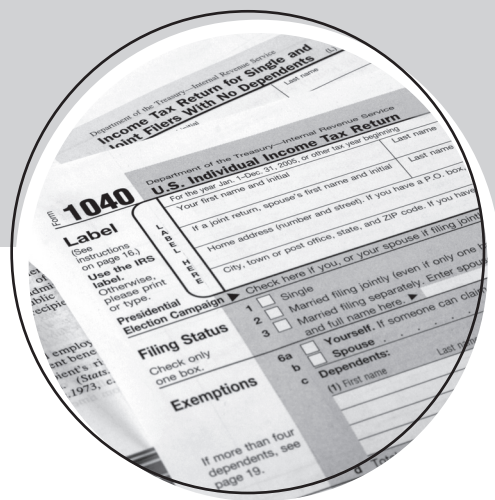


# Here is How to Get Your Income Tax Records



If you did not file federal income tax returns for the past two years

**OR**

if you did file, but did not keep copies, it is easy to  
get the records you need.

Fill in a few blanks on the attached Request for Transcript of  
Tax Return form and mail it or fax it to the IRS at the address below.  
You also can request a transcript by calling the IRS toll free at 1-800-829-1040.

**On line 1a**, print your name just like it was on  
your tax return.

**On line 1b**, print your Social Security number.

**On line 2a**, print your spouse's name **if** you filed  
a joint return.

**On line 2b**, print your spouse's Social Security  
Number **if** you filed a joint return.

**On Line 3**, print the name you use now and your  
mailing address, including your street  
address, your apartment number (if you  
have one) and the city, state and zip code.

**On Line 4**, print the address you used on your last  
return if it was different from the one  
you put on Line 3.

**Skip Line 5.**

**On Line 6**, print the number 1040.

**On Line 6a**, mark an X in the box.

**Skip Lines 6b and 6c.**

**On Line 7**, if you did not file a return last year or the  
year before, mark an X in the box. If you did  
file, leave it blank.

**Skip Line 8.**

**On Line 9**, write 12/31 and the year you are requesting  
for each year's return that you want.

**Where it says "sign here," sign your name** on the first  
line and write the date you sign. On the next line over,  
write your phone number, including the area code. Your  
spouse does not need to sign.

**Mail or Fax** the completed form to:

Internal Revenue Service  
RAIVS Team  
Stop 6705-B41  
Kansas City, MO 64999  
Fax 816-292-6102

**Or phone** 1-800-829-1040 toll free to have the  
transcript or verification that you did not file a return  
mailed or faxed to you.