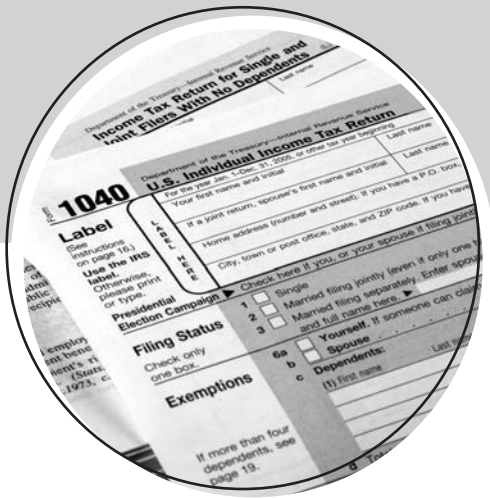


Here is How to Get Your Income Tax Records



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 1-800-29-1040.

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.