

Instructions

Please complete and provide a separate form for each tax year requested. We will only provide one tax return (current or previous year) per request.

1. Identify the type of request by checking the appropriate box. If a box is not selected, we will extract the pertinent information from the tax return or W-2 and send it to you.

Copy of income tax return

You should request a copy of an income tax return when a complete income tax return is needed.

Certified copy of income tax return

You should request a certified copy of a tax return only if a court action is pending. We will accept a fax request **only if the court date is less than 10 days** from the date of your request. Send your request by fax to 916.845.4422. To ensure that we have received your request, please call 916.845.5375 after you have sent the fax.

Information extracted from income tax return only

If you do not need a complete copy of the income tax return, we will extract the pertinent information from the tax return or W-2 and send it to you.

2. Complete the taxpayer information section. Please specify the tax year (current or previous year only).
4. Provide the name, title, phone number, and signature of the authorized Special Investigation Chief (or delegated single point of contact). The authorized representative must sign and date the request.

General Information

Processing Time

If you need a certified copy of the return for a court date, we will provide the information within seven business days of the request. See "Certified copy of income tax return" above if your court date is less than ten days from the date of your request. For non-certified copy of income tax return, we will provide the information within 14 to 21 business days of the request.

For Assistance

If you have questions or need additional information, please call 916.845.5375, Monday through Friday, between the hours of 8 a.m. and 5 p.m. Except for state holidays.