

Idaho State Tax Commission
Request for Copies of Idaho Tax Returns

Individual	
Taxpayer's name	SSN or ITIN
Spouse's name	Spouse's SSN or ITIN
Current address	Current phone number

Business	
Legal name	FEIN
DBA name	Permit number
Location address	Authorized person and title

Requested Documents

Income Tax	Permit Tax
Years	Tax Type
	Periods
List what you're requesting	

Select Delivery Method

Taxpayer
<input type="checkbox"/> Pick up from this local office: <input type="checkbox"/> Boise <input type="checkbox"/> Coeur d'Alene <input type="checkbox"/> Idaho Falls <input type="checkbox"/> Lewiston <input type="checkbox"/> Pocatello <input type="checkbox"/> Twin Falls
Call me at this number when documents are ready: _____
<input type="checkbox"/> Mail to my current address: _____
Representative
<input type="checkbox"/> My representative will pick up from this local office: <input type="checkbox"/> Boise <input type="checkbox"/> Coeur d'Alene <input type="checkbox"/> Idaho Falls <input type="checkbox"/> Lewiston <input type="checkbox"/> Pocatello <input type="checkbox"/> Twin Falls
Representative name and phone number: _____
<input type="checkbox"/> Mail to my representative at: _____
<p>I understand that by selecting a representative to receive this information I'm allowing the Idaho State Tax Commission to release my personal or business tax information to the representative. I understand it's my responsibility to make sure the representative's information is correct.</p> <p>Sign here to authorize a representative for this request: _____</p>

Authorized Signature

Individual	Taxpayer's signature	Date
	Spouse's signature	Date
Business	Authorized signature	Date
Power of Attorney	Authorized signature	Date

Mail this form to: Idaho State Tax Commission, PO Box 36, Boise, ID 83722-0410

LOCAL OFFICES

Location	Address	Hours	Phone Number
Boise	800 Park Blvd Plaza IV Boise, ID 83712	Mon-Fri 8AM-5PM	In the Boise area: (208) 334-7660 Toll-free: (800) 972-7660 Hearing impaired (TDD) (800) 377-3529
Coeur d' Alene	1910 Northwest Blvd Suite 100 Coeur d'Alene, ID 83814	Mon-Thu 9AM-4PM Friday by appt	(208) 770-2059
Idaho Falls	150 Shoup Ave Suite 16 Idaho Falls, ID 83402	Mon-Thu 9AM-4PM Friday by appt	(208) 552-4018
Lewiston	1118 F St Lewiston, ID 83501	20th of each month (or next business day) 8AM-4PM other days by appt	(208) 750-3923
Pocatello	611 Wilson Ave Suite 5 Pocatello, ID 83201	Mon-Thu 9AM-4:30PM Friday by appt	(208) 235-3878
Twin Falls	440 Falls Ave Twin Falls, ID 83301	Mon-Thu 10AM-3PM Friday by appt	(208) 293-9040

[FOR STATE USE ONLY]

<p>Order Information:</p> <p>Employee processing order _____</p> <p>ID verification</p> <p><input type="checkbox"/> Tax ID <input type="checkbox"/> Photo ID <input type="checkbox"/> Address</p> <p><input type="checkbox"/> I verified the taxpayer signed the form.</p>	<p>Charges:</p> <p>Total pages _____</p> <p>Charge for pages over 100 - No. _____ x \$.10 = _____</p> <p>Sales tax _____</p> <p>Total labor hours _____</p> <p>Charge for hours over 2 - No. _____ x \$ 12.05 = _____</p> <p>Postage _____</p> <p>Total due _____</p> <p>Billing date _____</p> <p>Payment received date _____</p>
<p>Delivery Information:</p> <p>1. I, _____, <input type="checkbox"/> Personally delivered <input type="checkbox"/> Mailed</p> <p>the tax return copies to _____ on _____.</p> <p>2. If personally delivered:</p> <ul style="list-style-type: none"> • I examined at least one of the following forms of identification: <ul style="list-style-type: none"> <input type="checkbox"/> Driver's License Number _____ <input type="checkbox"/> Other Picture Identification _____ <p>If mailed: Sent to _____</p>	

INSTRUCTIONS

Idaho law prohibits giving any information on a tax return to anyone other than the taxpayer, unless the taxpayer gives written authorization. Copies of tax returns determined to be fraudulent or received by the Idaho State Tax Commission as the result of identity theft aren't considered taxpayer information and won't be released.

To make sure we can process your request, follow the instructions below.

Individuals: You must fill in all the fields. We'll deny incomplete requests.

Individual business owners: Use the business section and enter your SSN in the FEIN box if you're an individual business owner requesting permit-related tax information and the IRS didn't require you to get an FEIN.

Businesses: You can only request business information for one FEIN per form. You must fill in all the fields. We'll deny incomplete requests.

REQUESTED DOCUMENTS

Types of documents:

Income Tax for individuals and businesses:

- Income tax returns that you've filed
- W-2s and 1099s that employers or investment companies sent us
- Payment transcripts and more

Permit Taxes:

- You can access most permit returns and records through our Taxpayer Access Point (TAP) on our website at tax.idaho.gov/TAP
 - If you made your payments on the TAP system, you can use this form to request copies
- Some permit returns are available in TAP by unlocking additional features.

SELECT DELIVERY METHOD

Select a box with the delivery method you prefer and complete the item next to it.

We won't send your requested documents by email or fax.

The list of field offices, their locations, hours open to the public, and contact phone numbers are on page two.

If you selected to have a representative pick up or receive your documents by mail, you must sign in the Delivery Method area to authorize your representative. You must also sign in the Authorized Signature area. A photo ID is required for in-office pickup.

AUTHORIZED SIGNATURES

Individual(s): Sign the form and provide verification of your Identity. See the Proof of Identity document list on page two of the instructions.

Note: Certain situations may require both spouses signatures and identity verification.

Example: If both spouses are requesting their W-2s, each spouse must sign to receive copies of their own W-2s.

Business: The authorized person must sign the form and provide verification of identity. See the Proof of Identity document list on page two of the instructions.

Power of Attorney: To sign as an authorized person here, include a Power of Attorney form or other accepted tax-related authorization. If we deny your Power of Attorney form, this form is also invalid when the only signature is in the Power of Attorney signature box. You can find our Power of Attorney form at tax.idaho.gov.

Processing Information:

We can't provide income tax return transcripts. We can provide copies of the filed return and any letters we previously sent explaining changes that we made.

We no longer keep paper copies of your returns. We scan returns and may be able to reproduce any return received after 2005. If we can't provide a copy of what you requested, we'll send you a letter.

Charges:

- \$0.10 for each page over 100
- Sales tax on the cost per page
- Labor at \$12.05 per hour if over two hours
- Postage for mailing the packet (only if other charges apply)

If your request results in charges, we'll inform you of the cost. We must receive your payment before we'll provide your information.

PROOF OF IDENTITY REQUIRED

You must include proof of your identity by sending us a copy of one document from each of the following three categories:

1. A readable copy of one of the following:
 - Social Security card
 - Individual Tax Identification Number letter
 - Medicare card
 - Medicare benefits statement
2. A copy of a government-issued photo ID with your full name and signature. Examples include:
 - Idaho driver's license (current or expired less than a year)
 - Driver's license from any other state (current)
 - Idaho identification card
 - Passport
 - Military identification
 - Government-issued photo identification
3. A copy of one of the following less than three months old:
 - Utility bill (gas, electric, cable, cell phone, etc.)
 - Bank statement
 - Payroll stub
 - Tax bill
 - Rental agreement (signed by landlord and renter)
 - College or university transcript
 - Insurance policy (vehicle, homeowners, renters, health, life)
 - Credit card statement