



(2/26)

# Request for Transcript of Individual Income Tax Returns (Form DCC-1)

Use this form if you are an individual who is requesting a full transcript, as originally reported, of any New Jersey Individual Income Tax return (NJ-1040, 1040NR, 1041), to request the gross income amount or filing status entered on a New Jersey Resident Return (NJ -1040), or request a copy of a filed Property Tax Relief application.

You **must include** a copy of your (and if married filing jointly, your spouse's) **government-issued identification** with the completed form.

**Business Transcripts.** Do not use this form for business returns. Any return filed through one of the Division's online filing and payment services can be obtained by logging on with your business identification number and [assigned PIN](#). If you file your returns using third-party software or a tax preparer, contact the software provider or preparer for assistance.

Name and Address as Shown on the Tax Return			
Full Name:		SSN or ITIN:	
Spouse's Name:		SSN or ITIN:	
Street Address:			
City:		State:	ZIP Code:
Daytime Phone Number:		Email Address:	

Current Address if Different From Above		
Street Address:		Apartment/Unit#:
City:	State:	ZIP Code:

Request Type	Tax Year(s)
Full Transcript (Form NJ-1040, NJ-1040NR)	
Full Fiduciary Transcript (Form NJ-1041)	
Gross Income Figure or Filing Status (from Form NJ-1040 <b>only</b> )	
Property Tax Relief Application	

Signature	Date
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If you are an authorized representative of the taxpayer, you **must include** a copy of your **client's government-issued ID** and a completed and signed [Form M-5008-R, Appointment of Taxpayer Representative](#).

How to Send Your Request	
<p><b>By Mail:</b> New Jersey Division of Taxation Document Control Center PO Box 269 Trenton, NJ 08695-0269</p> <p>Once we receive your request, we will respond by mail within:</p> <ul style="list-style-type: none"> <li>30 business days for full transcripts; or</li> <li>For Gross Income and filing status requests, allow up to two weeks to receive a letter by mail.</li> </ul>	<p><b>In-Person:</b> Bring the completed form(s) and your government-issued photo ID to one of our <a href="#">offices</a> to receive the information the same day:</p> <ul style="list-style-type: none"> <li>Cranford: 6 Commerce Drive, 3rd floor, Suite 300</li> <li>Fair Lawn: 22-08 Rt. 208 South</li> <li>Freehold: 2 Paragon Way, Suite 1100</li> <li>Galloway: 157 W Whitehorse Pike</li> <li>Trenton: 3 John Fitch Way</li> </ul>

We will **not process** this form if you **do not include** a copy of your **government-issued identification** with your request.