



Form  
**P-521**

# Request for Copies of Tax Returns or Forms W-2

<b>Requests:</b> » You must make your request in person or in writing (using this form). » We do not accept requests by telephone or fax. » If your request is complete, you should receive your documents within two weeks of the date we receive your request.	<b>Search fees for each year/period requested:</b> » Regular copies: \$5.00 » Certified copies: \$6.00 (certified copies are only processed at our Madison office)	<b>Send completed form and payment to:</b> WISCONSIN DEPARTMENT OF REVENUE Customer Service/Return Services PO Box 8949 Madison WI 53708-8949 (608) 266-2890
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**Person requesting information**

1. Name	2. Daytime phone number
3. Address	4. Mail copies to (if different than 1 or 3)

**Taxpayer information** - as shown on the filed documents you are requesting

5. Taxpayer or business name	6. Social Security number, FEIN, ITIN or permit number
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**Documents needed**

7. Check the box(es) of the documents you are requesting

<input type="checkbox"/> Income tax returns	<input type="checkbox"/> Wage statement (Form W-2) - if you request a Form W-2, you <b>must</b> complete the information on page 2.
<input type="checkbox"/> Corporation tax returns	<input type="checkbox"/> Other, specify _____

8. Enter each tax year/period you are requesting	9. Do you need certified copies? Include \$6.00 for each year/period. <input type="checkbox"/> Yes <input type="checkbox"/> No
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**Request checklist** - include items below

- **For the taxpayer whose documents you are requesting, you must provide one form of identification from Type A and Type B:**

<b>Type A - Photograph and signature of the taxpayer</b> Acceptable - driver's license, state identification card, passport, or military identification	<b>Type B - Social Security number and name of the taxpayer</b> Acceptable - U.S. Government issued Social Security card, Medicare Insurance card, or Internal Revenue Services (IRS) authorization for an individual taxpayer identification number (ITIN)
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- **If the name on the form(s) of identification you provide is different from the name listed on the requested documents:**
  - » Provide proof of the name change, (e.g., marriage certificate, divorce decree)
- **If you are not the taxpayer, you must also provide one of the following:**
  - » Copy of a properly executed Power of Attorney, Form A-222 - shows you have authorization to receive this material
  - » Tax authorization form with the taxpayer's signature notarized - including notary stamp/seal
  - » IRS Power of Attorney with the taxpayer's signature notarized - including notary stamp/seal
- **If the taxpayer is deceased:**
  - » With an estate - include a certified copy of the domiciliary letter
  - » With no estate - include a certified copy of the death certificate and a letter indicating the reason you are requesting these documents

- **If you are an officer requesting a business tax return and did not sign the actual business return, you must provide:**
  - » Copy of an official company document proving you are an officer of the company, (e.g., annual report, organizational chart, directory, meeting minutes)

<b>I certify that I am legally authorized to receive copies of the documents I requested above.</b>		
Signature	Date	Amount Enclosed \$



## Wage Statement (Form W-2) Information

For each company you are requesting a wage statement (Form W-2) from, provide the information below.

Company 1										
Company name										
FEIN										
Company street address					City			State	Zip	
Wage statements for the following years:				Year	Year	Year	Year	Year	Year	Year
Company 2										
Company name										
FEIN										
Company street address					City			State	Zip	
Wage statements for the following years:				Year	Year	Year	Year	Year	Year	Year
Company 3										
Company name										
FEIN										
Company street address					City			State	Zip	
Wage statements for the following years:				Year	Year	Year	Year	Year	Year	Year
Company 4										
Company name										
FEIN										
Company street address					City			State	Zip	
Wage statements for the following years:				Year	Year	Year	Year	Year	Year	Year
Company 5										
Company name										
FEIN										
Company street address					City			State	Zip	
Wage statements for the following years:				Year	Year	Year	Year	Year	Year	Year