

## **Request for Certified Copies of Documents**

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### **For Assistance**

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If you have questions, please call one of the following numbers:

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| Phoenix                             | (602) 255-3381 |
| From area codes 520 & 928 toll-free | (800) 352-4090 |
| Hearing impaired TDD user           |                |
| Phoenix                             | (602) 542-4021 |
| From area codes 520 & 928 toll-free | (800) 397-0256 |

You may also visit our web site at:

**[www.azdor.gov](http://www.azdor.gov)**

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### **Instructions**

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If requesting a document and you are not the taxpayer, you must provide a Power of Attorney signed by the taxpayer. The department will not process such requests without a Power of Attorney.

1. When requesting an individual income tax document, fill in the taxpayer's full name as shown on the original document. If married, put the spouse's name on line B.

When requesting transaction privilege, withholding, or corporate income tax documents, fill in the name of the business as shown on the original document.

2. When requesting an individual income tax document, fill in the taxpayer's SSN as shown on the original document. If married, put the spouse's SSN on line B.

When requesting transaction privilege, withholding, or corporate income tax documents, fill in your state license number or employer identification number as shown on the original document.

3. When requesting individual income or corporate income tax documents, fill in the year needed and the date the taxpayer filed the document.

When requesting transaction privilege or withholding tax documents, fill in the period covered and the date the taxpayer filed the document.

4. Check the tax type being requested.
5. Fill in your current address. (When requesting transaction privilege, withholding, or corporate income tax documents, fill in the business address.)
6. If different from your current address, enter the address to which the department should mail the copies. (If same as current address, disregard.)
7. Sign and date your request. The department will not process your request if you do not sign this form. If you are requesting a transaction privilege, withholding, or corporate income tax document, please fill in your title. The department will not process your request if you do not indicate your title.
8. There is a fee for copies. The fee is \$1.00 for front page (per period), and 10¢ for each additional page. You may pay by check or money order. Your canceled check is your receipt. Please allow 30 days for processing. Mail your completed form to:

Arizona Department of Revenue  
**Copy Desk** 1600 West Monroe  
Phoenix, AZ, 85007-2650