

Request for Certified Copies of Documents

REVENUE USE ONLY.
Do not mark in this area.
No. _____

Read instructions on reverse side before completing this form. Please print or type.

1 Name(s) as shown on document:

A.

B.

2 SSN and/or ID number as shown on document:

A.

B.

3 Tax return for period(s):

When filed:

4 Tax type. *Check only one:*

- Individual Income Tax
- Corporate Income Tax
- Transaction Privilege & Use Tax
- Withholding
- Other. *Please specify:*

5 Current address:

6 Mail copies to:

7 Signature:

PRINT OR TYPE NAME OF REQUESTOR

SIGNATURE OF REQUESTOR

TITLE (if applicable)

DATE DAYTIME PHONE (with area code)

8 Instructions:

- **FEE** is \$1.00 for front page (per period), 10¢ for each additional page.
- **Check or money order only.** Your canceled check is your receipt.
- **Mail completed form to:**
 Arizona Department of Revenue
Copy Desk
 1600 West Monroe
 Phoenix, AZ, 85007-2650
- **Please allow thirty (30) days for processing.**

DEPARTMENT OF REVENUE USE ONLY

DOCUMENT NUMBER(S)

Serial Number: _____

Amount Received: _____

Postmark Date: _____

Date Received: _____

Date Mailed: _____

Billed: _____

Comments: _____

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For Assistance

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

Phoenix	(602) 255-3381
From area codes 520 & 928 toll-free	(800) 352-4090
Form orders	(602) 542-4260
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

Instructions

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 social security number as shown on the original document. If married, put the spouse's social security number 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.