



Request for Copies of Tax Returns or Forms W-2

Requests: » 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.	Search fees for each year/period requested: » Regular copies: \$5.00 » Certified copies: \$6.00 (certified copies are only processed at our Madison office)	Send completed form and payment to: 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 RECORDS DEPOSITION SERVICE, INC.	2. Daytime phone number P: 248-357-3330 F: 248-357-3337 E-MAIL: REQUESTS@RECDEP.COM
3. Address P.O. BOX 5054 SOUTHFIELD, MI 48086-5054	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

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 must 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 checked="" type="checkbox"/> Yes <input type="checkbox"/> No

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:**

Type A - Photograph and signature of the taxpayer Acceptable - driver's license, state identification card, passport, or military identification	Type B - Social Security number and name of the taxpayer 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)

I certify that I am legally authorized to receive copies of the documents I requested above.		
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