



How do I get copies of my income or tax records?



Bill de Blasio
Mayor

nyc.gov/builditback
[@nycbuilditback](https://twitter.com/nycbuilditback)

housing@recovery.nyc.gov
212-615-8329

#7

You will need to bring several documents to your first meeting with your Housing Recovery Specialist. You will have to provide documentation that confirms your identity, income, and primary residence.

Required Documentation to Verify Income

You will need to provide income information for yourself and each member of your household who is 18 years of age or older. You will need to provide two types of documentation:

1. A copy of last year's (2012) U.S. Individual Income Tax Return. This is a copy of the completed tax form I040 (or I040A or I040EZ) that you filed with the IRS. OR you can provide copies of all your W-2 and I099 forms from last year (2012), which are forms that report your income in 2012.
2. Paystubs from 2012. OR if you had your paychecks directly deposited to your bank account, request proof of repeated bank deposits from your employer.

The Internal Revenue Service (IRS) and your current or prior employers can help you get new copies of your tax and income records.

How to get copies of your I040 and I099 forms

The completed I040 form is your individual income tax return. The I099 is a form used to report income that comes from sources other than salaries, wages, or tips.

Fill out form 4506—Request for a Copy of Tax Return (available at <http://www.irs.gov/pub/irs-pdf/f4506.pdf>)

Mail it to: **For I040 form:**
Internal Revenue Service
RAIVS Team
Stop 6705 P-6
Kansas City, MO 64999

For all other forms:
Internal Revenue Service
RAIVS Team
P.O. Box 145500, Stop 2800 F
Cincinnati, OH 45250

The IRS waives the request fees for victims of a federally declared disaster.

- ▶ Write the appropriate disaster designation, such as "HURRICANE SANDY," in red letters across the top of the forms to expedite processing and to waive the normal user fee.
- ▶ Find more info at <http://www.irs.gov/uac/Reconstructing-Your-Records>.

How to get copies of your W-2 form

Form W-2, Wage and Tax Statement, is a form your employer fills out for you stating how much you were paid in a year. Your employer mails a copy to you, so you can fill out your income tax return forms. Your employer sends another copy to the Social Security Administration, who then forwards the information to the IRS.

The quickest way to obtain a copy of a prior year W-2 is through your employer. If that is not possible, work through the IRS.

- Work through your employer
 - ▶ Call your company's payroll or human resources department.
 - ▶ Ask the human resources staff for a replacement W-2. Be prepared to provide your name, address and social security number. You may be asked for company-specific information, such as an employee ID number.
- Work through the IRS
 - ▶ Fill out form 4506—Request for a Copy of Tax Return (available at <http://www.irs.gov/pub/irs-pdf/f4506.pdf>) and request a copy of your entire return (including the W-2 form attachment).
 - ▶ Mail it to:
Internal Revenue Service
RAIVS Team
Stop 6705 P-6
Kansas City, MO 64999
- The IRS waives the fee for victims of a federally declared disaster. Write the appropriate disaster designation, such as "HURRICANE SANDY," in red letters across the top of the forms to expedite processing and to waive the normal user fee.
- You can find more information by visiting <http://www.irs.gov/uac/Reconstructing-Your-Records>.

How to get copies of your 1090 paystubs from your employer

A 1090 paystub is a copy of a pay stub from employer.

- Contact the human resource (or payroll) specialist for your employer.
 - ▶ Ask for a copy of past pay stubs. Find out if there is a formal procedure for making the request.
- Provide any information necessary to track the pay stubs.
 - ▶ This may include personal identification information like your social security number or an employee identification number.

How to get proof of repeated bank deposits from employer

- If your employer cannot locate paystubs from direct deposits, ask the human resources or payroll specialist for a printout of recent paychecks including amounts and dates.
- Have this printout notarized.
 - ▶ Find a notary public at your place of employment, bank, post office, or in your neighborhood.
 - ▶ Bring proof of identity.
 - ▶ Answer all the notary's questions to prove that you understand what you are signing.
 - ▶ Sign document in presence of notary, who will then stamp the document.
 - ▶ Pay the notary if the service is not free.

Unfortunately, a copy of your personal bank account statement that shows repeated direct deposits does **NOT** qualify as an acceptable form of documentation to verify your annual income.