



# Form STC-06 Request for Copies of Idaho Tax Returns

## Individual

Taxpayer's name			SSN or ITIN
Spouse's name			Spouse's SSN or ITIN
Current address			<input type="checkbox"/> Mailing address change
City	State	ZIP Code	Current phone number

## Business

Legal name			FEIN
DBA name			Permit number
Location address			Authorized person name
City	State	ZIP Code	Authorized person title

### Requested Documents

Income Tax	Permit Tax
Years	Tax Type
	Periods

List what you're requesting

### Select Delivery Method

#### Taxpayer

Pick up from this local office:  Boise  Coeur d'Alene  Idaho Falls  Lewiston  Pocatello  Twin Falls  
For local office locations and hours go to: [tax.idaho.gov/visit](http://tax.idaho.gov/visit)

Call me at this number when documents are ready: \_\_\_\_\_

Mail to my current address: \_\_\_\_\_

#### Representative

My representative will pick up from this local office:  
 Boise  Coeur d'Alene  Idaho Falls  Lewiston  Pocatello  Twin Falls  
For local office locations and hours go to: [tax.idaho.gov/visit](http://tax.idaho.gov/visit)

Representative name and phone number: \_\_\_\_\_

Mail to my representative at: \_\_\_\_\_

I understand that by selecting a representative to receive this information, I'm allowing the Idaho State Tax Commission to release my personal or business tax information to the representative. I understand it's my responsibility to make sure the representative's information is correct.

Sign here to authorize a representative for this request: \_\_\_\_\_

### Authorized Signature

<b>Individual</b>	Taxpayer's signature	Date
	Spouse's signature	Date
<b>Business</b>	Authorized signature	Date
<b>Power of Attorney</b>	Authorized signature	Date

Mail form to: Idaho State Tax Commission, PO Box 36, Boise ID 83722-0410

**Proof of Identity Required**

You must include proof of your identity by sending us a copy of your current Idaho Star card or passport, or by sending us a copy of one document from each of the following three categories:

1. A readable copy of one of the following:
  - Social Security card
  - Individual Tax Identification Number (ITIN) letter
  - Medicare card
  - Medicare benefits statement
2. A copy of a government-issued photo ID with your full name and signature. Examples include:
  - Idaho driver's license (current or expired less than a year)
  - Driver's license from any other state (current)
  - Idaho identification card
  - Military identification
  - Other government-issued photo identification
3. A copy of a document less than three months old that has your full name and address and that matches the name and address used on your current tax return. Examples include:
  - Utility bill (gas, electric, cable, cell phone, etc.)
  - Bank statement (page one only)
  - Payroll stub
  - Tax bill
  - Rental agreement (signed by landlord and renter)
  - College or university transcript
  - Insurance policy (vehicle, homeowners, renters, health, life)
  - Credit card statement (page one only)

**Charges**

- Ten cents for each page over 100
- Labor at \$12.05 per hour if more than two hours
- Postage for mailing the packet (only if other charges apply)

We'll let you know if there's a charge for your request. We must receive any payment due before we can provide the information.

**[For State Use Only]**

**Order Information:**

Employee processing order \_\_\_\_\_

ID verification

- Tax ID     Photo ID     Address  
 Passport     Idaho Star card  
 I verified the taxpayer signed the form.

**Charges:**

Total pages \_\_\_\_\_  
 Charge for pages over 100 - No. \_\_\_\_\_ x \$0.10 = \_\_\_\_\_  
 Total labor hours \_\_\_\_\_  
 Charge for hours over 2 - No. \_\_\_\_\_ x \$12.05 = \_\_\_\_\_  
 Postage ..... \_\_\_\_\_  
 Total due ..... \_\_\_\_\_  
 Billing date \_\_\_\_\_  
 Payment received date \_\_\_\_\_

**Delivery Information:**

1. I, \_\_\_\_\_,  Personally delivered  Mailed  
 the tax return copies to \_\_\_\_\_ on \_\_\_\_\_.

2. If personally delivered:

- I examined at least one of the following forms of identification:
  - Driver's License Number \_\_\_\_\_
  - Other Picture Identification \_\_\_\_\_

If mailed:

Sent to: \_\_\_\_\_

## Form STC-06 — Instructions Request for Copies of Idaho Tax Returns

Idaho law prohibits giving any information about a tax return to anyone other than the taxpayer, unless the taxpayer gives written authorization. Copies of tax returns determined to be fraudulent or that the Idaho State Tax Commission received as the result of identity theft aren't considered taxpayer information and won't be released.

To make sure we can process your request, follow the instructions below.

### Individuals

You must fill in all the fields. We'll disallow incomplete requests.

### Individual Business Owners

Use the business section and enter your SSN in the FEIN box if you're an individual business owner requesting permit-related tax information and the IRS didn't require you to get an FEIN.

### Businesses

You can only request business information for one FEIN per form. You must fill in all the fields. We'll deny incomplete requests.

## Requested Documents

### Types of Documents

#### Income tax for individuals and businesses:

- Income tax returns that you've filed
- W-2s and 1099s that employers or investment companies sent us
- Payment transcripts and more

#### Permit taxes

You can use this form to request copies of paper-filed payments or returns.

**TAP user:** If you've filed or paid on TAP, you can access the records on your TAP account.

## Select Delivery Method

Select a box with the delivery method you prefer, and complete the item next to it. We won't send your requested documents by email or fax.

**Pick up from this office:** The list of offices, their locations, hours open to the public, and contact phone numbers are on our website at [tax.idaho.gov/visit](http://tax.idaho.gov/visit).

**My representative will pick up from this local office:** You can have a representative pick up or receive your documents by mail. To authorize this, you must sign in the Delivery Method area and the Authorized Signature area. Your representative must have a government issued photo ID for in-office pick up.

## Authorized Signatures

### Individuals

Sign the form and provide verification of your identity. See the Proof of Identity document list on page two of the form.

**Note:** Certain situations might require both spouses' signatures and identity verification. *Example:* If both spouses are requesting their W-2s, they both must sign to receive copies of their own W-2s.

### Business

The authorized person must sign the form and provide verification of identity. See the Proof of Identity document list on page two of the form.

### Power of Attorney

To sign as an authorized person here, include a Power of Attorney form or other accepted tax-related authorization. If we disallowed your Power of Attorney form, this form also is invalid when the only signature is in the Power of Attorney signature box. You can find our Power of Attorney form at [tax.idaho.gov](http://tax.idaho.gov).

### Processing Information

We can't provide transcripts of an income tax return. We can provide copies of the filed return and any letters we sent explaining changes we made.

We now scan returns and don't keep the paper copies. We might be able to reproduce a return we received after 2005. If we can't provide a copy of what you requested, we'll send you a letter.

### Contact us:

In the Boise area: (208) 334-7660 | Toll free: (800) 972-7660  
Hearing impaired (TDD) (800) 377-3529

[tax.idaho.gov/contact](http://tax.idaho.gov/contact)