RET-001 (Rev. 4/2011)

TAXPAYER RETURN REQUEST FORM

GENERAL INSTRUCTIONS

- Use this form to request copies of GA returns. *Contact the IRS for federal returns.*
- In order to locate the proper return, please provide the taxpayers' name, address; identifying numbers as they appeared on the return.
- Prepare a separate request for each type of tax return.
- If you are not the taxpayer, please enclose a copy of a signed Power of Attorney (Form RD1061) to receive the requested information.
- Please allow 2 weeks for processing time.

TAXPAYER INFORMATION

Primary Taxpayer Name or Name of Business:		Spouse Name (if applicable):	
SSN _ _ _ - _ _ - _ _ _ _		Spouse SSN (if applicable) _ _ _ - _ _ - _ _ _ _	
State Tax Identification Number (STI) _ _ _ _ _ _ _ _ _ _ _			
Mailing Address on Return:		City	State / Zip
Current Mailing Address (If different from above):		City	State / Zip
Daytime Telephone Number	Fax Number	Name of Contact Person (if applicable)	

RETURN TAX YEAR(s): _____

Check Tax Type: ☐ **Individual** ☐ **Sales and use tax** ☐ **Withholding** ☐ **Corporate**

FEES: **$5.00 Each** ☐ **Paper Filed** Tax Return and all Attachments.

$4.00 Each ☐ **Electronic Filed** Tax Return

Amount Due: Number of Returns Requested _____ x Return Copy $_____ = $_____

Check, Money Order, or Cashier's Check made payable to **Georgia Department of Revenue.**
PLEASE DO NOT MAIL CASH

Note: Full Payment Must Accompany the Return Request.

DECLARATION:

I hereby declare, under penalties of perjury, that I have examined this request and, to the best of my knowledge and belief, it is true, correct and complete. If you are being represented by an attorney, accountant, or other third party, a properly executed Power of Attorney (Form RD-1061) authorizing the representative to act for the taxpayer must be included with this form.

Taxpayer's Signature and Date	Spouse's Signature and Date (if applicable)
Representative's Name	Title (if applicable)
Representative's Signature	Date

HOW TO SUBMIT YOUR FORM: **Mail to: Georgia Department of Revenue**
PO Box 49512
Atlanta, GA 30359-1512