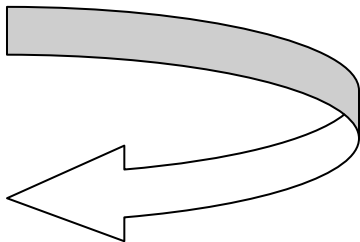




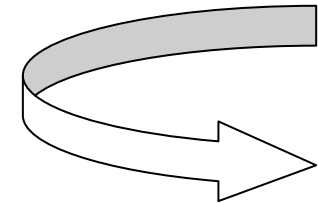
Three ways

to get

them...



**NEED  
COPIES  
OF YOUR  
W2s?**



City of Middletown  
Income Tax Division  
One Donham Plaza  
Middletown Oh 45042  
(513) 425-7862

# 1. If you know the name of your employer and you worked in Middletown...

our office should have your W2s on file. You must know who employed you because the W2s are stored by employer.



# If you know the name of your employer and you worked outside Middletown...

Contact your former employer and ask for a copy.

# 2. If you can't remember your employer(s)



call the IRS and order a **FREE** transcript for the years in question. The IRS will mail the transcript within 10-12 days.



**IRS**  
**1-800-829-1040**

Then go to step one once you know the name of your employer(s).

# 3. Can't get your W2 from your former employer?



Get a photocopy of your return and W2s from the IRS. You must fill out Form 4506 "Request for Copy or Transcript of Tax Form" and send it to the Cincinnati Service Center along with your payment. The current charge is \$39 for each year requested. You should receive the copies within 60 days.

Form 4506 is available from this tax office. You may also download a copy from the IRS website at [www.irs.gov](http://www.irs.gov) or you may call and order a copy directly from the IRS at

**1-800-829-1040**

Mail the completed Form 4506 along with your payment to

Internal Revenue Service  
Cincinnati OH 45999  
Attn: Photocopy unit.

QUESTIONS?

Call 425-7362