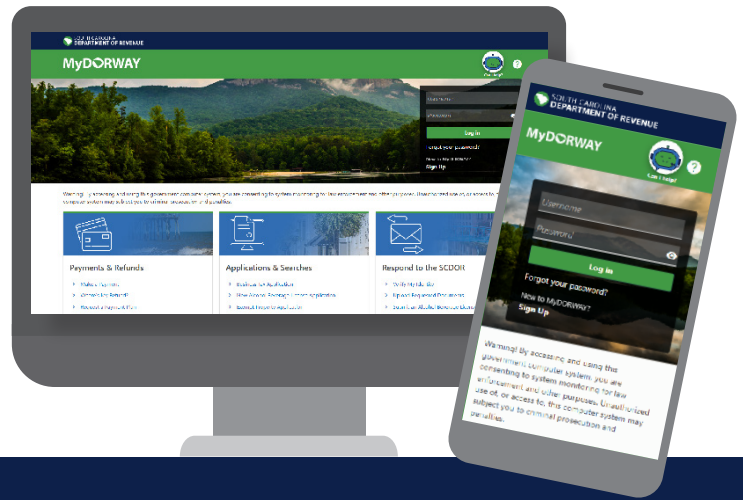


Request for Copy of Tax Return or Tax Account Information/Transcript

USE MyDORWAY TO ACCESS TAX RETURN TRANSCRIPTS!

- Once you've signed up for a MyDORWAY account and validated your identity, you'll have access to your return history.
- This feature is available for both Individual Income Tax and business tax accounts (including Sales Tax and Withholding Tax).
- To access a transcript, log in to MyDORWAY and select the Accounts tab. Scroll to the account you're looking for and click View Returns and Periods (For Withholding Tax accounts, click Payments, Returns, and Periods). Then select the period you need a transcript for.
- You can request Individual Income Tax transcripts as far back as tax year 2023.



Manage your tax accounts online for FREE!

MyDORWAY

Fast. Easy. Secure.

One-stop shop!

Manage your SCDOR accounts all in one place

- Review your payment history
 - Immediate access to correspondence
 - Easily update your account information
 - View your past returns and application submissions
- + more!

Why MyDORWAY?

- Access your account 24/7
- Make ACH debit or credit card payments, **with no convenience fees**
- Receive immediate confirmation for transactions
- Reduce errors with automatic calculations
- Control who has access to your SCDOR accounts
- Always know you're using the most up-to-date forms

Ready to sign up for MyDORWAY?

Visit MyDORWAY.dor.sc.gov to get started.

You'll need your FEIN or SSN, License Number, and a Letter ID or copy of your last return.

Tutorials are available at dor.sc.gov/MyDORWAY

Want more information about a request for copies? Email RequestForCopies@dor.sc.gov



STATE OF SOUTH CAROLINA
DEPARTMENT OF REVENUE
**REQUEST FOR COPY OF TAX RETURN
or TAX ACCOUNT INFORMATION/TRANSCRIPT**

General instructions:

- In order to locate the proper return, you must provide the taxpayer's name, address, and identifying numbers as they appear on the form. (SSN, FEIN, SID, or SC Account number)
- If you choose the email option, we will securely send the tax information to the email address provided. Follow the instructions in the email to securely access your transcripts. Information in the email is accessible for 30 days. Print or save this information immediately.
- If you choose the mail option, we will send the information to the mailing address you provide below.

Mail Email _____

Taxpayer information

Primary taxpayer or business name _____

SSN _____ FEIN/SID/SC Account number _____

Spouse's name (if applicable) _____ Spouse's SSN (if applicable) _____

Mailing address on return _____

City _____ State _____ ZIP _____

Current mailing address (if different from above) _____

City _____ State _____ ZIP _____

Check the tax type: Individual Corporate Fiduciary Partnership Other _____

Return tax periods requested _____

Copies are generally available for six years from filing and you may request copies for up to five tax periods.

Check the applicable box:

- I am the taxpayer or an authorized person requesting the information.
- I am not the taxpayer but have attached a signed Power of Attorney, SC2848, to receive this information.
- I am not the taxpayer but have attached Court Appointee documents to receive this information.
- I am not the taxpayer but am requesting public information.

Signature of requestor (The SCDOR will not accept this form if it is not signed.)

Print name _____ Date _____ Phone number _____

Signature _____ Title _____

Allow up to 30 days for your request to be processed.
Incomplete forms will not be processed.
Email your completed request to **RequestforCopies@dor.sc.gov**

