



Habitat
for Humanity®
of Greater Sioux Falls

HOMEOWNERSHIP PROGRAM: MISSING TAX RECORD GUIDE

If you are missing your tax records, you can request copies from the IRS.
This includes:

- **Form 1040** (Federal Tax Return - individual, joint or head of household)
- **W-2 Forms** (Wage & Tax Statement from your employer)

Form **1040** Department of the Treasury—Internal Revenue Service (99) **2021** U.S. Individual Income Tax Return OMB No. 1545-0074 IRS Use Only—Do not write or staple in this space.

Filing Status Single Married filing jointly Married filing separately (MFS) Head of household (HOH) Qualifying widow(er) (QW)
Check only one box. If you checked the MFS box, enter the name of your spouse. If you checked the HOH or QW box, enter the child's name if the qualifying person is a child but not your dependent.

Your first name and middle initial _____ Last name _____ Your social security number _____
If joint return, spouse's first name and middle initial _____ Last name _____ Spouse's social security number _____

Home address (number and street). If you have a P.O. box, see instructions. Apt. no. _____
City, town, or post office. If you have a foreign address, also complete spaces below. State _____ ZIP code _____
Foreign country name _____ Foreign province/state/county _____ Foreign postal code _____

At any time during 2021, did you receive, sell, exchange, or otherwise dispose of any financial interest in any virtual currency? Yes No

Standard Deduction **Someone can claim:** You as a dependent Your spouse as a dependent
 Spouse itemizes on a separate return or you were a dual-status alien

Age/Blindness You: Were born before January 2, 1957 Are blind **Spouse:** Was born before January 2, 1957 Is blind

Dependents (see instructions): (1) First name _____ Last name _____ (2) Social security number _____ (3) Relationship to you _____ (4) if qualifies for (see instructions):
If more than four dependents, see instructions. Child tax credit _____ Credit for other dependents _____

22222 a. Employer's social security number OMB No. 1545-0008

b. Employer identification number (EIN) _____

c. Employer's name, address, and ZIP code _____

d. Control number _____

e. Employee's first name and initial _____ Last name _____ Suff. _____

f. Employee's address and ZIP code _____

1 Wages, tips, other compensation	2 Federal income tax withheld
3 Social security wages	4 Social security tax withheld
5 Medicare wages and tips	6 Medicare tax withheld
7 Social security tips	8 Allocated tips
9	10 Dependent care benefits
11 Nonqualified plans	12a
13	12b
14 Other	12c
	12d

15 State Employer's state ID number _____ 16 State wages, tips, etc. _____ 17 State income tax _____ 18 Local wages, tips, etc. _____ 19 Local income tax _____ 20 Locality name _____

Form **W-2 Wage and Tax Statement** **2022** Department of the Treasury—Internal Revenue Service
Copy 1—For State, City, or Local Tax Department

METHOD 1: IRS WEBSITE - www.irs.gov/individuals/get-transcript

Request your transcript online for the fastest result.

What you need:

If you don't have an existing IRS username or ID.me account, you will need your photo ID ready.

You'll get access to view, print & download your transcript.

METHOD 2: REQUEST BY MAIL

Request your transcript by mail through the IRS website listed in method 1 or by calling the IRS automated phone transcript service at 800-908-9946.

What you need:

Your mailing address from your latest tax return

Transcripts arrive in 5-10 days at the address they have on file for you.