



Habitat
for Humanity®
of Greater Sioux Falls

HOMEOWNERSHIP PROGRAM: MISSING TAX RECORD GUIDE

If you are missing your tax records, you can request transcript copies from the IRS, as follows:

- Form 1040 Tax Return (“Return Transcript”)
- W-2 or 1099 Forms (“Wage & Income Transcript”)

Form **1040** U.S. Individual Income Tax Return **2025** OMB No. 1545-0074 IRS Use Only—Do not write or staple in this space.

For the year Jan. 1–Dec. 31, 2025, or other tax year beginning , 2025, ending , 20 See separate instructions.

☐ Filed pursuant to section 301.9100-2 ☐ Combat zone ☐ Deceased ☐ Spouse ☐ Other

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. Check here if your main home, and your spouse's if filing a joint return, was in the U.S. for more than half of 2025. ☐

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

Filing Status Check only one box.

☐ Single ☐ Head of household (HOH) ☐ Qualifying surviving spouse (QSS)

☐ Married filing jointly (even if only one had income) ☐ Married filing separately (MFS). Enter spouse's SSN above and full name here: _____

☐ If treating a nonresident alien or dual-status alien spouse as a U.S. resident for the entire tax year, check the box and enter their name (see instructions and attach statement if required): _____ ☐ Yes ☐ No

Digital Assets At any time during 2025, did you: (a) receive (as a reward, award, or payment for property or services); or (b) sell, exchange, or otherwise dispose of a digital asset (or a financial interest in a digital asset)? (See instructions.) ☐ Yes ☐ No

Dependents (see instructions)

	Dependent 1	Dependent 2	Dependent 3	Dependent 4
(1) First name				
(2) Last name				

22222 Employee's social security number OMB No. 1545-0029

b Employer identification number (EIN)	1 Wages, tips, other compensation	2 Federal income tax withheld
c Employer's name, address, and ZIP code	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
d Control number	9 Nonqualified plans	10 Dependent care benefits
e Employee's first name and initial Last name Suffix	11	12a
	13	12b
	14a Other	12c
	14b Treasury Tipped Occupation Code(s)	12d
f Employee's address and ZIP code	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 **2026** Department of the Treasury—Internal Revenue Service

Copy 1—For State, City, or Local Tax Department

METHOD 1: DOWNLOAD FROM IRS WEBSITE

Get your transcript online: www.irs.gov/individuals/get-transcript

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 above 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.