



CITY OF
PICKERINGTON

Income Tax Department
100 Lockville Road Pickerington, Ohio 43147
(614) 837-4116 Fax: (614) 833-2201

HOW DO I FILE IF I NO LONGER HAVE MY W2?

If you no longer have access to your W2 for a year that needs to be filed, there are two different options you can take. (This information is accurate as of August 8, 2014.)

1. **OBTAIN A FREE COPY OF YOUR IRS WAGE TRANSCRIPT**

- A. Visit <http://www.irs.gov/Individuals/Get-Transcript>
- B. Click Get Transcript Online
- C. If you have not used this service before, click create an account. If you already have an account, log in under the sign in portion.
- D. Select the reason you need a transcript: State or Local Tax Issue, then click Go
- E. Under Wage & Income Transcript (lower right), select the years you need and print the information.
- F. Bring the transcript(s) to the Tax Department office for our staff to prepare your return.

NOTE 1: You must complete this step for both spouses if you are filing a joint Pickerington return.

NOTE 2: The free copy of the transcript does not provide local taxes withheld, so we are unable to give any credit for another city paid.

Therefore, if you use this method to file your return, you will be responsible for the full amount of Pickerington tax due without any offsetting credits.

2. **OBTAIN A PAID COPY OF YOUR TAX RETURN WITH ALL W2 FORMS ATTACHED, CURRENTLY \$50 PER YEAR REQUESTED**

- A. Complete Form 4506 Request for Copy of Tax Return. This form can be obtained at <http://www.irs.gov/pub/irs-pdf/f4506.pdf>
- B. Mail to IRS with a check for \$50 per year requested.
- C. Please have any transcripts mailed to you, and not to the City of Pickerington as a third party.
- D. Allow up to 60 days for the IRS to process your request.
- E. Bring the copies of tax return to the Tax Department office for our staff to prepare your return with all allowable credits.