



Authorization for Release of Photocopies of Tax Returns and/or Tax Information

Part A – Taxpayer and tax form information

Name of taxpayer(s) as shown on return		Current name <i>(if different from name on return)</i>	
Street address as shown on return		Current street address <i>(if different than on return)</i>	
City, state, and ZIP code as shown on the return		Current city, state, and ZIP code <i>(if different than on return)</i>	
Primary social security number shown on return	Joint taxpayer's social security number	Employer ID number (EIN) shown on return	
If taxpayer is deceased, list date of death	Sales tax Certificate of Authority number	Vehicle ID number (if requesting Form DTF-802)	
Form number	Form title/tax type		Tax year or period requested
Reason for request:			

Part B – Authorized representative/person/company to receive copy of form(s) (Complete only if information is to be sent to an individual/entity other than the one listed in Part A)

Print name of authorized individual
Print firm's name, if applicable
Street address
City, state and ZIP code
Telephone number <i>(including area code)</i>

Part C – Certification

I declare that I am either the taxpayer whose name is shown on the return, or a person authorized to obtain the tax return requested. If the request applies to a joint return, only one spouse is required to sign. If signed by a corporate officer, partner, guardian, tax matters partner, executor, receiver, administrator, trustee, or party other than the taxpayer, I certify that I have the authority to execute Form DTF-505 on behalf of the taxpayer.

Printed name	Title	
Signature	Date	Telephone number

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Instructions

Use Form DTF-505 to request a copy of your New York State tax information. You can also designate a third party to receive this information (see Part B).

To avoid a delay in the handling of your request, you should provide a form of identification from which your signature can be validated (for example, your driver's license or passport). We may return your request if your form is incomplete and/or you did not provide a valid copy of your identification. It may take up to 60 days for your request to be processed once all the necessary information has been received.

Enclose a check or money order payable to **Commissioner of Taxation and Finance**. This fee covers the cost of photocopying each page of the return at a rate of twenty-five cents (\$.25) per page; **the minimum fee is \$2.00.**

Mail your completed request to: NYS TAX DEPARTMENT
DISCLOSURE UNIT
W A HARRIMAN CAMPUS
ALBANY NY 12227

If you are requesting that tax information be sent to someone besides yourself, complete Parts A, B, and C.

If the taxpayer is unable to sign, you must submit a power of attorney, power of appointment, or other evidence to establish that you are authorized to act on behalf of the taxpayer or are authorized to receive the taxpayer's tax information. A representative can sign Form DTF-505 for a taxpayer only if this authority has been specifically delegated to the representative on a Power of Attorney (usually Form POA-1). Attach a copy.

For a corporation, the signature of the president, secretary, or other principal officer is required.

For partnerships, any person who was a member of the requesting partnership during any part of the tax period can sign the form.

For entities other than individuals, you must attach the authorization document. For example, this could be the letter from the principal officer authorizing an employee of the corporation or the Letters Testamentary authorizing an individual to act for an estate.

Privacy notification

The Commissioner of Taxation and Finance may collect and maintain personal information pursuant to the New York State Tax Law, including but not limited to, sections 5-a, 171, 171-a, 287, 308, 429, 475, 505, 697, 1096, 1142, and 1415 of that Law; and may require disclosure of social security numbers pursuant to 42 USC 405(c)(2)(C)(i).

This information will be used to determine and administer tax liabilities and, when authorized by law, for certain tax offset and exchange of tax information programs as well as for any other lawful purpose.

Information concerning quarterly wages paid to employees is provided to certain state agencies for purposes of fraud prevention, support enforcement, evaluation of the effectiveness of certain employment and training programs and other purposes authorized by law.

Failure to provide the required information may subject you to civil or criminal penalties, or both, under the Tax Law.

