

## Getting Your Taxes Done in 2006 — Obtaining Your W-2's

If you were directly impacted by one of the Hurricanes last year, take the following steps **now** to make sure you receive your W-2's for 2005 on time or have the information needed to prepare a substitute W-2.

1. Contact your employers to ensure they will provide your 2005 W-2 and that they have your correct mailing address. You may also inquire with your employer if an electronic version of your W-2 can be obtained.
2. If any of your 2005 employers are no longer in business or tell you that they will be unable to provide a W-2 due to the loss of their records, you will need to secure the following information for each employer:
  - a. Employer's name
  - b. Employer's address, including zip code
  - c. Employer's tax identification number (this maybe shown on a pay stub, your prior year W-2's, etc.)
3. If your employer can not provide you a W-2 for 2005, you should be prepared to estimate the wages you earned from each employer in order to have a Substitute for Form W-2 (Form 4852) completed. To have a Substitute W-2 completed, you will need the following information (when available):
  - a. Locate a final pay stub or leave and earnings statement
  - b. Develop an estimate of your annual wages earned based on the weeks worked, hours worked, hourly wages earned, prior year W-2's, etc.
  - c. Secure copies of your prior year return. (Note: If you do not have a copy one can be secured from the IRS. See information below)
4. If you have not received your W-2 or you know your 2005 employers are unable to provide your W-2, you should secure the information noted above and utilize one of the following resources to have a Substitute W-2 completed:
  - a. Call the IRS Hurricane Hotline at 1-866-562-5227
  - b. Visit your local free tax preparation site

If you need copies of your prior year return or transcript, call the Hurricane Hotline, visit the IRS Website at **[www.irs.gov](http://www.irs.gov)** or stop by the nearest IRS Taxpayer Assistance Center. This is a free service for certain hurricane impacted taxpayers. Please allow two weeks for delivery.



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