## Copies of previously filed returns (5 years back) are available for:

- Individual income tax
- Corporation income tax
- Pass-through entities
- Sales tax
- Employer withholding

## Who can request copies?

- A taxpayer
- A court-appointed representative
- An owner or officer of a company
- An individual who has been given **power of attorney** (/power-attorney-and-tax-information-authorization) by the taxpayer

Feedback

## To request a copy of your previously filed tax return:

- Complete the Request for Copy of Tax Return **(Form VA-1)** (/forms/search?search=VA-1+&year=All&category=All&type=All)
- There is a $5 fee for each return you request. Full payment must be included with your request. Make check or money order payable to the Virginia Department of Taxation. Do not send cash.

**Send to:**
Virginia Department of Taxation
PO Box 1317
Richmond, VA 23218-1317

**Please allow up to 30 days to receive a copy of your return.**

All requests go through an approval process to be sure that copies are sent to the rightful taxpayer or authorized representative. If you're requesting a copy of a return for a business, be sure you're authorized to act on behalf of that business.

We will send you a refund of the fee for any return we can't provide. Allow 30 days for the refund to be processed.

## Transcripts

A tax return is not the same as a transcript. A transcript is a record of transactions for your account, such as payments or adjustments made to your return. There is no charge for a transcript.

To request a transcript, send your name, business name (if applicable), Social Security number or Virginia Tax account number, tax year, and tax type to:

Virginia Department of Taxation
Office of Customer Services
PO Box 1115
Richmond, VA 23218-1115