

**Individual Income Tax Division**

1577 Springridge Road  
Raymond, MS 39154



**MISSISSIPPI  
STATE TAX COMMISSION**

**Tax Transcript Request**

Post Office Box 22808  
Jackson, MS 39225-2808

**INSTRUCTIONS**

- 1. One form per individual, regardless of marital or filing status.**
- 2. Payment in the amount of \$10.00 must be received prior to the request being processed. Payment will only be accepted in the form of cashier's check or money order. Personal checks for tax transcript requests will not be accepted.**
- 3. Request forms and payment should be mailed to:**

**Mississippi State Tax Commission  
Individual Income Tax Transcript Request  
P.O. Box 22808  
Jackson, MS 39225-2808**
- 4. All of the requested information must be provided on the request form. Any request form lacking the required information will be not be processed.**
- 5. If the requested information is not applicable to the taxpayer, please indicate this by inserting N/A in the appropriate space.**
- 6. Notarization is not required if the tax transcript is to be provided only to the taxpayer.**
- 7. Notarization is required for the tax transcript to be sent to anyone other than the taxpayer.**
- 8. Only request forms received by mail, with an original signature will be processed. (Faxed forms are not acceptable.)**
- 9. Tax Transcripts are only provided for proof of individual income tax filing.**