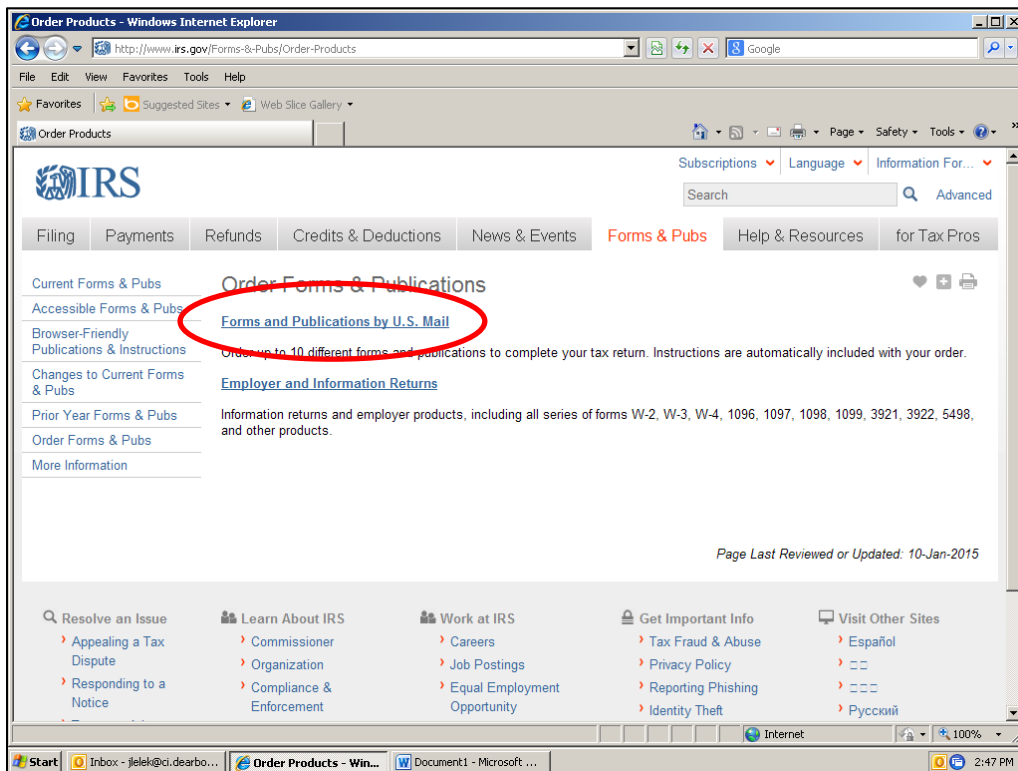


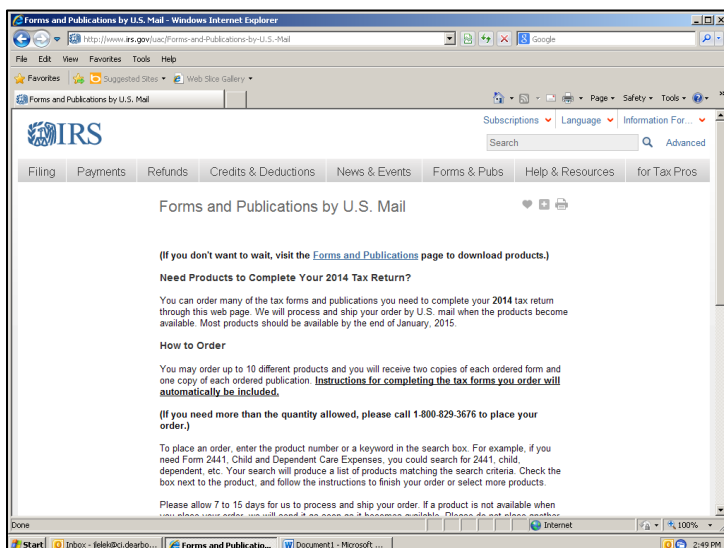
ORDERING TAX FORMS ONLINE

To place a request for the IRS to mail specific forms directly to someone's house, follow the following steps **(there is no charge by the IRS for this service)**:

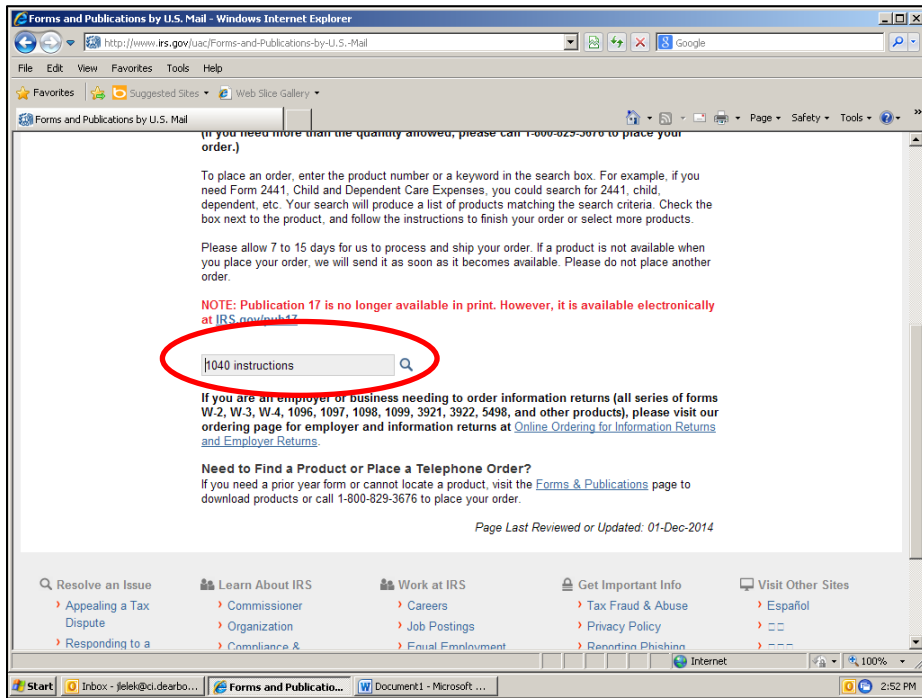
1. Go to www.irs.gov/orderforms. You will be taken here:



2. Click on "Forms and Publications by U.S. Mail." You will end up here:

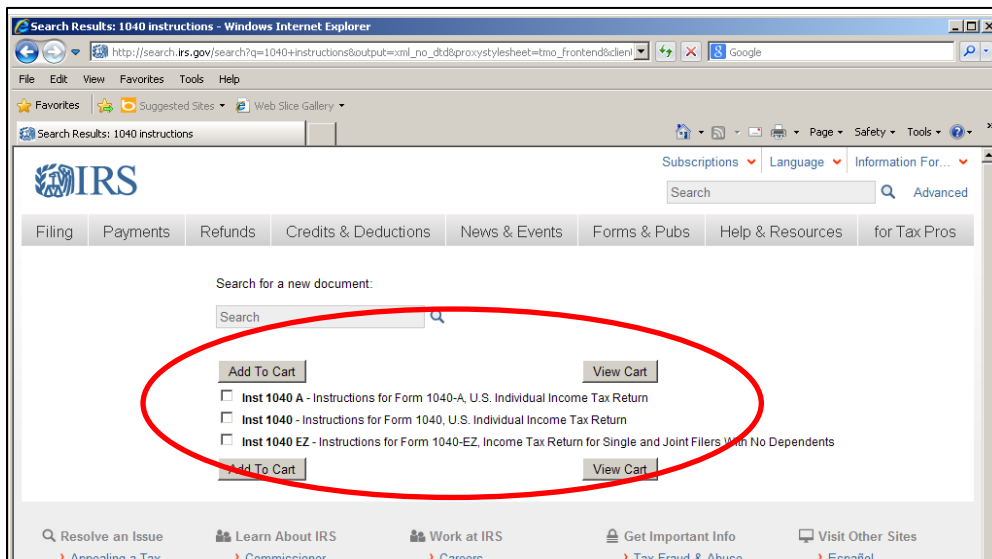


Scroll down a bit until you see the search box; it appears that you have to type in the form number or keywords from the form title in order to find each individual form. I'll do "1040 instructions" as an example:



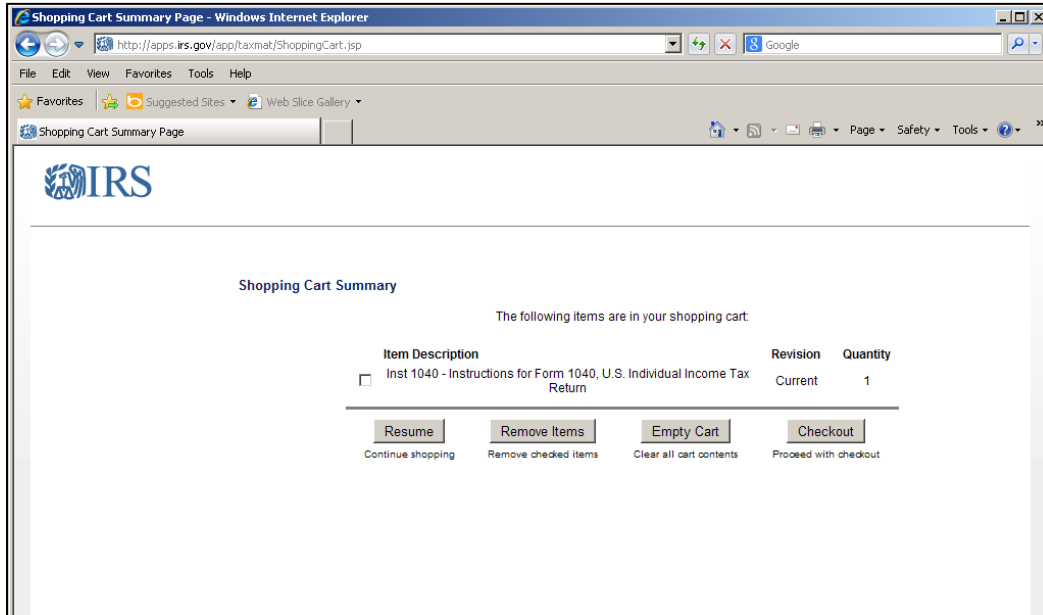
After entering in your search terms, hit enter or click on the magnifying glass.

3. You will get a search results list that looks like this:



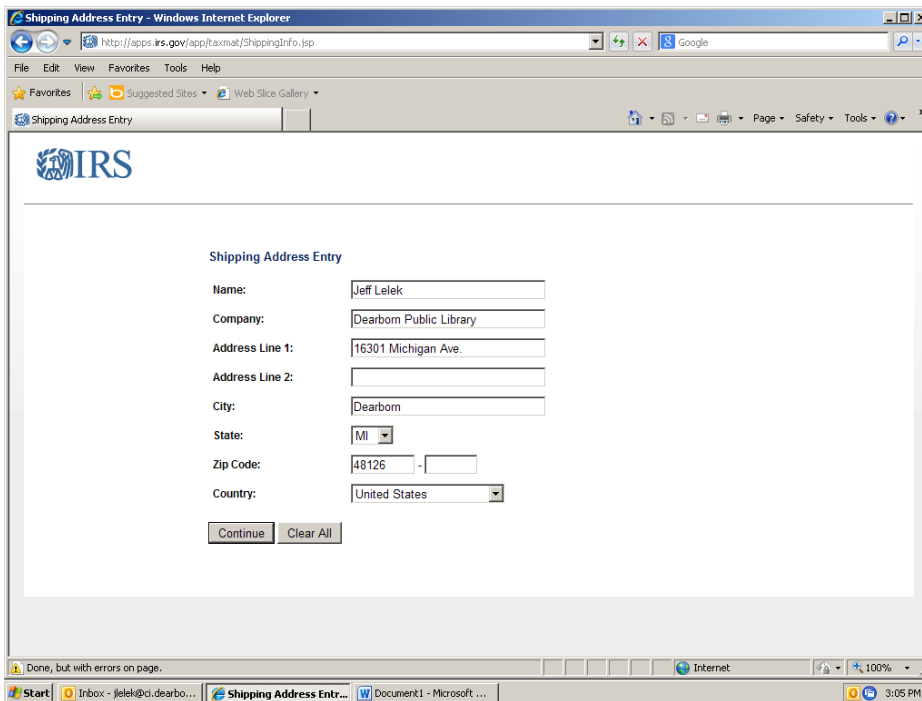
Place a check mark next to the form you want to order (in this case, "Inst 1040") and hit "Add to Cart."

4. You will end up here:



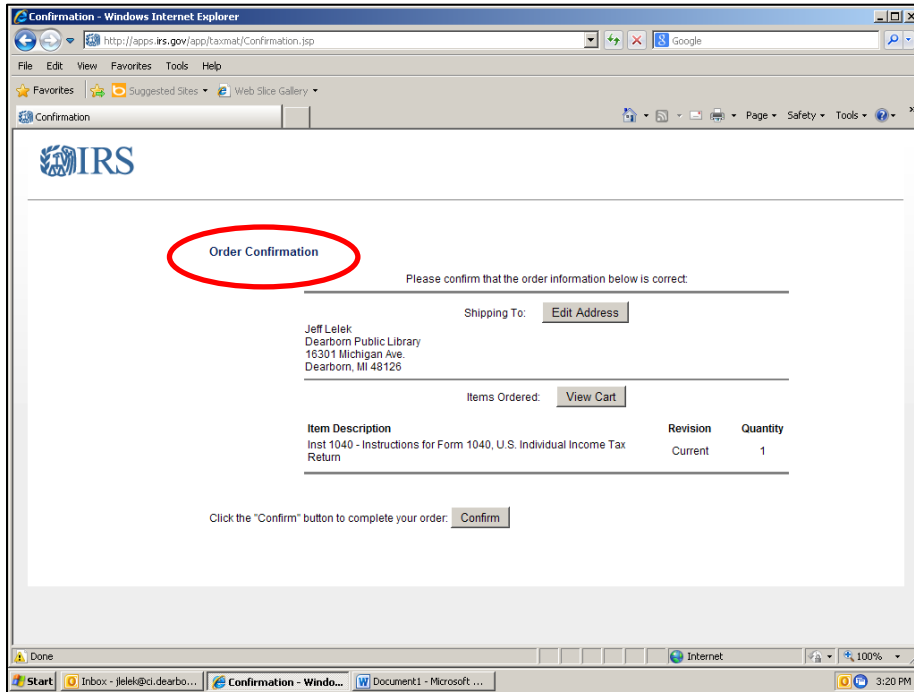
At this point, you can search for more forms and add those to your cart, remove items from your cart, empty the cart, or checkout. We're going to hit "Checkout." (I don't think you need to place a check mark next to forms that you want to order and keep in your shopping cart. Also, I do not believe you can change the quantity amount; according to the instructions the IRS will send 2 copies of each requested form.)

5. You end up here, where you can enter in the person's shipping address information:



Hit "Continue" when you're done.

6. You'll get to this confirmation screen:



Click "Confirm" and you'll get a final "Thank you for ordering from the IRS" screen and you're done!

