# **Request for Transcript of Tax Return**

Request may be rejected if the form is incomplete or illegible.



▶ For more information about Form 4506-T, visit www.irs.gov/form4506t.

Tip. Use Form 4506-T to order a transcript or other return information free of charge. See the product list below. You can quickly request transcripts by using our automated self-help service tools. Please visit us at IRS.gov and click on "Get Transcript of Your Tax Records" under "Tools" or call 1-800-908-9946. If you need a copy of your return, use Form 4506, Request for Copy of Tax Return. There is a fee to get a copy of your return.

	Name shown on tax return. If a joint return, enter the name shown first.	1b First social security number on tax return, individual taxpayer identification number, or employer identification number (see instructions)
2a  i	f a joint return, enter spouse's name shown on tax return.	2b Second social security number or individual taxpayer identification number if joint tax return
<b>3</b> C	urrent name, address (including apt., room, or suite no.), city, state, and Z	IP code (see instructions)
<b>4</b> Pi	revious address shown on the last return filed if different from line 3 (see	instructions)
	the transcript or tax information is to be mailed to a third party (such as a nd telephone number.	a mortgage company), enter the third party's name, address,
filled in control	these lines. Completing these steps helps to protect your privacy. Once t	re filled in lines 6 through 9 before signing. Sign and date the form once you have the IRS discloses your tax transcript to the third party listed on line 5, the IRS has no limit the third party's authority to disclose your transcript information, you can
6	Transcript requested. Enter the tax form number here (1040, 1065, 11) request. ▶	20, etc.) and check the appropriate box below. Enter only one tax form number per
a	to the account after the return is processed. Transcripts are only available	n as filed with the IRS. A tax return transcript does not reflect changes made ole for the following returns: Form 1040 series, Form 1065, Form 1120, Form are available for the current year and returns processed during the prior 3 bys
b		of the account, such as payments made on the account, penalty assessments, eturn information is limited to items such as tax liability and estimated tax ts will be processed within 10 business days

Record of Account, which provides the most detailed information as it is a combination of the Return Transcript and the Account Transcript. с Available for current year and 3 prior tax years. Most requests will be processed within 10 business days . . . . . . . . . . . .

7 Verification of Nonfiling, which is proof from the IRS that you did not file a return for the year. Current year requests are only available after June 

8	Form W-2, Form 1099 series, Form 1098 series, or Form 5498 series transcript. The IRS can provide a transcript that includes data from these	
	information returns. State or local information is not included with the Form W-2 information. The IRS may be able to provide this transcript information for	
	up to 10 years. Information for the current year is generally not available until the year after it is filed with the IRS. For example, W-2 information for 2011,	
	filed in 2012, will likely not be available from the IRS until 2013. If you need W-2 information for retirement purposes, you should contact the Social Security	
	Administration at 1-800-772-1213. Most requests will be processed within 10 business days	

Caution. If you need a copy of Form W-2 or Form 1099, you should first contact the payer. To get a copy of the Form W-2 or Form 1099 filed with your return, you must use Form 4506 and request a copy of your return, which includes all attachments.

Year or period requested. Enter the ending date of the year or period, using the mm/dd/yyyy format. If you are requesting more than four years or 9 periods, you must attach another Form 4506-T. For requests relating to guarterly tax returns, such as Form 941, you must enter each quarter or tax period separately.

## Caution. Do not sign this form unless all applicable lines have been completed.

Signature of taxpayer(s). I declare that I am either the taxpayer whose name is shown on line 1a or 2a, or a person authorized to obtain the tax information requested. If the request applies to a joint return, at least one spouse must 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 4506-T on behalf of the taxpayer. Note. For transcripts being sent to a third party, this form must be received within 120 days of the signature date.

	Act and Danomyork Poduction Act Natica, can page 2		Earm 4506-T (Pay 9 2014)
/	Spouse's signature	Date	
<b>N</b>			
ere	Title (if line 1a above is a corporation, partnership, estate, or trust)		
ign 📘			
/	Signature (see instructions)	Date	
			Phone number of taxpayer on line 1a or 2a

For Privacy Act and Paperwork Reduction Act Notice, see page 2.

Section references are to the Internal Revenue Code unless otherwise noted.

#### **Future Developments**

For the latest information about Form 4506-T and its instructions, go to www.irs.gov/form4506t. Information about any recent developments affecting Form 4506-T (such as legislation enacted after we released it) will be posted on that page.

## **General Instructions**

Caution. Do not sign this form unless all applicable lines have been completed.

Purpose of form. Use Form 4506-T to request tax return information. You can also designate (on line 5) a third party to receive the information. Taxpayers using a tax year beginning in one calendar year and ending in the following year (fiscal tax year) must file Form 4506-T to request a return transcript.

Note. If you are unsure of which type of transcript you need, request the Record of Account, as it provides the most detailed information.

Tip. Use Form 4506, Request for Copy of Tax Return, to request copies of tax returns.

Automated transcript request. You can quickly request transcripts by using our automated self-help service tools. Please visit us at IRS.gov and click on "Get Transcript of Your Tax Records" under "Tools" or call 1-800-908-9946.

Where to file. Mail or fax Form 4506-T to the address below for the state you lived in, or the state your business was in, when that return was filed. There are two address charts: one for individual transcripts (Form 1040 series and Form W-2) and one for all other transcripts.

If you are requesting more than one transcript or other product and the chart below shows two different addresses, send your request to the address based on the address of your most recent return.

## **Chart for individual transcripts (Form** 1040 series and Form W-2 and Form 1099)

#### If you filed an individual return and Mail or fax to: lived in:

Alabama, Kentucky, Louisiana, Mississippi,		
Tennessee, Texas, a foreign	Internal Revenue Service RAIVS Team	
country, American Samoa, Puerto Rico, Guam, the	Stop 6716 AUSC	
Commonwealth of the	Austin, TX 73301	
Northern Mariana Islands,		
the U.S. Virgin Islands, or		
A.P.O. or F.P.O. address	512-460-2272	
Alaska, Arizona, Arkansas,		
California, Colorado, Hawaii,		
Idaho, Illinois, Indiana, Iowa,	Internal Revenue Service	
Kansas, Michigan,	RAIVS Team	
Minnesota, Montana,	Stop 37106	
Nebraska, Nevada, New	Fresno, CA 93888	
Mexico, North Dakota,		

559-456-7227

**RAIVS** Team

Stop 6705 P-6

816-292-6102

Internal Revenue Service

Kansas City, MO 64999

Oklahoma, Oregon, South Dakota, Utah, Washington, Wisconsin, Wyoming Connecticut, Delaware, District of Columbia, Florida,

Georgia, Maine, Maryland, Massachusetts, Missouri, New Hampshire, New Jersey, New York, North Carolina, Ohio, Pennsylvania, Rhode Island, South Carolina, Vermont, Virginia, West Virginia

#### Chart for all other transcripts

If you lived in or your business was in:	Mail or fax to:
Alabama, Alaska, Arizona, Arkansas, California, Colorado, Florida, Hawaii, Idaho, Iowa, Kansas, Louisiana, Minnesota, Mississippi, Missouri, Montana, Nebraska, Nevada, New Mexico, North Dakota, Oklahoma, Oregon, South Dakota, Texas, Utah, Washington, Wyoming, a foreign country, or A.P.O. or F.P.O. address	Internal Revenue Service RAIVS Team P.O. Box 9941 Mail Stop 6734 Ogden, UT 84409 801-620-6922
Connecticut, Delaware, District of Columbia, Georgia, Illinois, Indiana, Kentucky, Maine, Maryland,	Internal Revenue Service RAIVS Team P.O. Roy 145500

Cincinnati, OH 45250 Hampshire, New Jersey, New York, North Carolina, Ohio, Pennsylvania, Rhode Island, South Carolina, Tennessee, 859-669-3592 Vermont, Virginia, West Virginia, Wisconsin Line 1b. Enter your employer identification number

Massachusetts,

Michigan, New

P.O. Box 145500

Stop 2800 F

(EIN) if your request relates to a business return. Otherwise, enter the first social security number (SSN) or your individual taxpayer identification number (ITIN) shown on the return. For example, if you are requesting Form 1040 that includes Schedule C (Form 1040), enter your SSN.

Line 3. Enter your current address. If you use a P.O. box, include it on this line.

Line 4. Enter the address shown on the last return filed if different from the address entered on line 3.

Note. If the address on lines 3 and 4 are different and you have not changed your address with the IRS, file Form 8822, Change of Address. For a business address, file Form 8822-B, Change of Address or Responsible Party—Business.

Line 6. Enter only one tax form number per request

Signature and date. Form 4506-T must be signed and dated by the taxpayer listed on line 1a or 2a. If you completed line 5 requesting the information be sent to a third party, the IRS must receive Form 4506-T within 120 days of the date signed by the taxpayer or it will be rejected. Ensure that all applicable lines are completed before signing.

Individuals. Transcripts of jointly filed tax returns may be furnished to either spouse. Only one signature is required. Sign Form 4506-T exactly as your name appeared on the original return. If you changed your name, also sign your current name.

Corporations. Generally, Form 4506-T can be signed by: (1) an officer having legal authority to bind the corporation, (2) any person designated by the board of directors or other governing body, or (3) any officer or employee on written request by any principal officer and attested to by the secretary or other officer.

Partnerships. Generally, Form 4506-T can be signed by any person who was a member of the partnership during any part of the tax period requested on line 9.

All others. See section 6103(e) if the taxpayer has died, is insolvent, is a dissolved corporation, or if a trustee, guardian, executor, receiver, or administrator is acting for the taxpayer.

Documentation. For entities other than individuals, vou 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.

Signature by a representative. A representative can sign Form 4506-T for a taxpayer only if the taxpayer has specifically delegated this authority to the representative on Form 2848, line 5. The representative must attach Form 2848 showing the delegation to Form 4506-T.

Privacy Act and Paperwork Reduction Act Notice.

We ask for the information on this form to establish your right to gain access to the requested tax information under the Internal Revenue Code. We need this information to properly identify the tax information and respond to your request. You are not required to request any transcript; if you do request a transcript, sections 6103 and 6109 and their regulations require you to provide this information, including your SSN or EIN. If you do not provide this information, we may not be able to process your request. Providing false or fraudulent information may subject you to penalties.

Routine uses of this information include giving it to the Department of Justice for civil and criminal litigation, and cities, states, the District of Columbia, and U.S. commonwealths and possessions for use in administering their tax laws. We may also disclose this information to other countries under a tax treaty, to federal and state agencies to enforce federal nontax criminal laws, or to federal law enforcement and intelligence agencies to combat terrorism.

You are not required to provide the information requested on a form that is subject to the Paperwork Reduction Act unless the form displays a valid OMB control number. Books or records relating to a form or its instructions must be retained as long as their contents may become material in the administration of any Internal Revenue law. Generally, tax returns and return information are confidential, as required by section 6103.

The time needed to complete and file Form 4506-T will vary depending on individual circumstances. The estimated average time is: Learning about the law or the form, 10 min.; Preparing the form, 12 min.; and Copying, assembling, and sending the form to the IRS, 20 min.

If you have comments concerning the accuracy of these time estimates or suggestions for making Form 4506-T simpler, we would be happy to hear from you. You can write to:

Internal Revenue Service

Tax Forms and Publications Division 1111 Constitution Ave. NW, IR-6526 Washington, DC 20224

Do not send the form to this address. Instead, see Where to file on this page.