

How to Complete to Form 4506-T for Personal Returns

Form **4506-T**
(Rev. January 2011)
Department of the Treasury
Internal Revenue Service

Request for Transcript of Tax Return

OMB No. 1545-1872

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

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 "Order a Transcript" 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.

<p>1a Name shown on tax return. If a joint return, enter the name shown first. John Q. Smith</p> <p>2a If a joint return, enter spouse's name shown on tax return. Jane E. Smith</p>	<p>1b First social security number on tax return, individual taxpayer identification number, or employer identification number (see instructions) 123-45-6789</p> <p>2b Second social security number or individual taxpayer identification number if joint tax return 987-65-4321</p>
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3 Current name, address (including apt., room, or suite no.), city, state, and ZIP code (See instructions)
123 Main St. City, State ZIP

4 Previous address shown on the last return filed if different from line 3 (See instructions)
987 Central Ave. City, State ZIP

5 If the transcript or tax information is to be mailed to a third party (such as a mortgage company), enter the third party's name, address, and telephone number. The IRS has no control over what the third party does with the tax information.
Tax Verification Services, 30 Executive Park #200, Irvine, CA 92614

Caution. If the transcript is being mailed to a third party, ensure that you have filled in line 6 and line 9 before signing. Sign and date the form once you have filled in these lines. Completing these steps helps to protect your privacy.

6 Transcript requested. Enter the tax form number here (1040, 1065, 1120, etc.) and check the appropriate box below. Enter only one tax form number per request. ▶ **1040**

a **Return Transcript**, which includes most of the line items of a tax return as filed with the IRS. A tax return transcript does not reflect changes made to the account after the return is processed. Transcripts are only available for the following returns: Form 1040 series, Form 1065, Form 1120, Form 1120A, Form 1120H, Form 1120L, and Form 1120S. Return transcripts are available for the current year and returns processed during the prior 3 processing years. Most requests will be processed within 10 business days

b **Account Transcript**, which contains information on the financial status of the account, such as payments made on the account, penalty assessments, and adjustments made by you or the IRS after the return was filed. Return information is limited to items such as tax liability and estimated tax payments. Account transcripts are available for most returns. Most requests will be processed within 30 calendar days

c **Record of Account**, which is a combination of line item information and later adjustments to the account. Available for current year and 3 prior tax years. Most requests will be processed within 30 calendar 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 15th. There are no availability restrictions on prior year requests. Most requests will be processed within 10 business days

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 2007, filed in 2008, will not be available from the IRS until 2009. 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 45 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.

9 **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 periods, you must attach another Form 4506-T. For requests relating to quarterly tax returns, such as Form 941, you must enter each quarter or tax period separately.
12/31/2008 12/31/2009 12/31/2010

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, either husband or wife 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 signature date.

Sign Here

Signature of taxpayer: *John Q. Smith* Date: **1/1/11** Telephone number of taxpayer on line 1a or 2a: **(888) 555-5512**

Signature of spouse: *Jane E. Smith* Date: **1/1/11**

Make Sure font is LARGE and READABLE.

Enter most current address on file with the IRS.

Line 5 needs to read exactly as printed.

Enter 1040 for transcript requests or leave line blank if requesting box 8.

Check only one of these boxes for tax transcript data

OR

Check box 8 for income data such as W-2 & 1099

Enter tax years requested. Up to 4 past years available.

Signatures need to be legible to the IRS.

Date may not look or be altered. Valid for 120 days.



How to Complete to Form 4506-T for Corporate Returns

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(Rev. January 2011)
Department of the Treasury
Internal Revenue Service

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OMB No. 1545-1872

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1a Name shown on tax return. If a joint return, enter the name shown first.
ACME Supplies Inc.

1b First social security number on tax return, individual taxpayer identification number, or employer identification number (see instructions)
12-3456789

2a If 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

3 Current name, address (including apt., room, or suite no.), city, state, and ZIP code (See instructions)
123 Factory St. City, State ZIP

4 Previous address shown on the last return filed if different from line 3 (See instructions)

5 If the transcript or tax information is to be mailed to a third party (such as a mortgage company), enter the third party's name, address, and telephone number. The IRS has no control over what the third party does with the tax information.
Tax Verification Services, 30 Executive Park #200, Irvine, CA 92614

Caution. If the transcript is being mailed to a third party, ensure that you have filled in line 6 and line 9 before signing. Sign and date the form once you have filled in these lines. Completing these steps helps to protect your privacy.

6 Transcript requested. Enter the tax form number here (1040, 1065, 1120, etc.) and check the appropriate box below. Enter only one tax form number per request. ▶ **1120**

a Return Transcript, which includes most of the line items of a tax return as filed with the IRS. A tax return transcript does not reflect changes made to the account after the return is processed. Transcripts are only available for the following returns: Form 1040 series, Form 1065, Form 1120, Form 1120A, Form 1120H, Form 1120L, and Form 1120S. Return transcripts are available for the current year and returns processed during the prior 3 processing years. Most requests will be processed within 10 business days

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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.

9 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 periods, you must attach another Form 4506-T. For requests relating to quarterly tax returns, such as Form 941, you must enter each quarter or tax period separately.
12/31/2008 12/31/2009 12/31/2010

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, either husband or wife 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 signature date.

Signature (see instructions) *John J. Smith* Date *1/1/11* Telephone number of taxpayer on line 1a or 2a *(888) 555-5512*

Here Title (if the 1a above is a corporation, partnership, estate, or trust) **President**

Spouse's signature _____ Date _____

Enter name of corporation or partnership. Leave line 2 blank.

Enter address that matches the address on file with the IRS.

Place return type on line 6. You may order 1120 for corporate or 1065 for partnership or LLC transcripts.

Enter FISCAL tax years requested. Up to 4 past years available.

Authorized business titles:
1120: President, Vice President, CEO, Owner
1065: Member, Managing Member, Partner
1120S or 1065S LLC: Member or Manager

Enter Employer Identification Number (EIN).

Leave blank or enter third party verifier information.

Mark only one of these boxes.

Date may not look or be altered. Valid for 120 days.