

# Request for Copy of Tax Form

**Important:** Before completing this form, please read all instructions on the back.

1. Name and address of taxpayer(s) as shown on tax form		2. Taxpayer's social security number as shown on tax form	
4. Current address if different from above		3. Spouse's social security number as shown on tax form	
		5. Employer identification number as shown on tax form	
7. Mail copies to		6. Kind of tax <i>(income, excise, estate, etc.)</i>	
		8. Tax form number	9. Tax period ended
11. Requester's telephone number		10. Document locator number <i>(if known)</i>	
		12. Internal Revenue Service office where tax form was filed <i>(see instructions)</i>	
14. Do you want copies of all pages and attachments? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>(If you checked "No," please answer Item 15.)</i>		13. If you are requesting certification, please check here. <input type="checkbox"/> <i>(See instructions)</i>	
		15. Do you want copies of <input type="checkbox"/> Page 1 only? <input type="checkbox"/> Schedules only? <input type="checkbox"/> Other <i>(see Item 16)</i>	
16. If you checked "Other" in Item 15, please specify what copies you want.		17. How many copies of each page requested do you want?	
Signature of taxpayer, requester, or officer <i>(see instructions)</i>		Signature of person attesting, if corporate return <i>(see instructions)</i>	
Date		Date	

**Privacy Act Statement** — This notice is provided in accordance with the Privacy Act of 1974. We need the personal information requested above in order to gain access to your return in our files, properly respond to your request, and bill you for copies provided. If you do not furnish some or all of the requested information, we may not be able to fill your request.

**Paperwork Reduction Act Notice** — The Paperwork Reduction Act of 1980 says we must tell you why we are collecting this information, how we will use it, and whether you have to give it to us. We ask for the information to carry out the Internal Revenue laws of the United States. We need it to ensure that taxpayers are complying with these laws and to allow us to figure and collect the right amount of tax. You are required to give us this information.

## Instructions

Please prepare a separate Form 4506 for each tax year and send it to the Internal Revenue Service office where the tax form was filed. The service center addresses are listed on this page.

If you are not the taxpayer named on the copy of the tax form requested, please enclose a copy of your authorization to receive this material; this will be a power of attorney, tax information authorization, or evidence of your entitlement (for Title 11 Bankruptcy or Receivership Proceeding). If the taxpayer is deceased, sufficient evidence to establish that you are authorized to act for the estate of the taxpayer is required.

**Please note:** If you have named another person to receive photocopies of your return, and we cannot find a record of the return requested, we will notify the person directly that we cannot fill the request.

A corporation return may be inspected by or disclosed to any of the following:

- (1) the president of the corporation or the person who signed the return on behalf of the corporation;
- (2) any person designated by resolution of the corporation's board of directors or other similar governing body;
- (3) any officer or employee of the corporation who presents a written request signed by any principal officer and attested to by the secretary or other officer;
- (4) any bona fide shareholder who owns 1 percent or more of the outstanding stock of the corporation;
- (5) if the corporation was a foreign personal holding company under section 552 of the Internal Revenue Code, any person who was a shareholder during any part of a period covered by the return if for any part of that period the shareholder was required under Code section 551 to include in gross income undistributed foreign personal holding company income from the corporation;
- (6) if the corporation was an electing small business corporation under subchapter S of Chapter 1, any person who was a shareholder during any part of the period covered by the return during which an election was in effect; or
- (7) if the corporation has been dissolved, any person authorized by applicable State law to act for the corporation or any person who the Secretary finds to have a material interest that will be affected by information contained on the return.

Tax returns and return information about individuals filing jointly may be disclosed to either the husband or the wife. Only one signature is required. If your name was different on the return you are requesting, please sign this form with your name exactly as it appeared on the return and also with your current name.

The cost for reproduction of a tax form or other document is \$1 for the first page and 10 cents for each additional page. Unless certification is requested, only pages on which an entry appears will be copied.

If you request copies for judicial or administrative proceedings and if it is necessary that the form be formally certified under seal, the cost of certification is \$1 regardless of the number of pages.

**Please do not attach payment to this request**—a bill will be enclosed with the copies sent to you.

**Please allow 45 days for delivery.** When requesting a copy of a recently filed return, please wait at least 6 weeks after the return was filed. This will allow us time to process your return.

## Service Center Addresses

**Alabama**—Atlanta, GA 31101  
**Alaska**—Ogden, UT 84201  
**Arizona**—Ogden, UT 84201  
**Arkansas**—Austin, TX 73301  
**California**—Fresno, CA 93888  
**Colorado**—Ogden, UT 84201  
**Connecticut**—Andover, MA 05501  
**Delaware**—Philadelphia, PA 19255  
**District of Columbia**—Philadelphia, PA 19255  
**Florida**—Atlanta, GA 31101  
**Georgia**—Atlanta, GA 31101  
**Hawaii**—Fresno, CA 93888  
**Idaho**—Ogden, UT 84201  
**Illinois**—Kansas City, MO 64999  
**Indiana**—Memphis, TN 37501  
**Iowa**—Kansas City, MO 64999  
**Kansas**—Austin, TX 73301  
**Kentucky**—Memphis, TN 37501  
**Louisiana**—Austin, TX 73301  
**Maine**—Andover, MA 05501  
**Maryland**—Philadelphia, PA 19255  
**Massachusetts**—Andover, MA 05501  
**Michigan**—Cincinnati, OH 45999  
**Minnesota**—Ogden, UT 84201  
**Mississippi**—Atlanta, GA 31101  
**Missouri**—Kansas City, MO 64999  
**Montana**—Ogden, UT 84201  
**Nebraska**—Ogden, UT 84201  
**Nevada**—Ogden, UT 84201  
**New Hampshire**—Andover, MA 05501  
**New Jersey**—Holtsville, NY 00501  
**New Mexico**—Austin, TX 73301  
**New York**  
*New York City and Counties of Nassau,  
Rockland, Suffolk and Westchester—  
Holtsville, NY 00501*  
*All Other Counties—Andover, MA 05501*  
**North Carolina**—Memphis, TN 37501  
**North Dakota**—Ogden, UT 84201  
**Ohio**—Cincinnati, OH 45999  
**Oklahoma**—Austin, TX 73301  
**Oregon**—Ogden, UT 84201  
**Pennsylvania**—Philadelphia, PA 19255  
**Rhode Island**—Andover, MA 05501  
**South Carolina**—Atlanta, GA 31101  
**South Dakota**—Ogden, UT 84201  
**Tennessee**—Memphis, TN 37501  
**Texas**—Austin, TX 73301  
**Utah**—Ogden, UT 84201  
**Vermont**—Andover, MA 05501  
**Virginia**—Memphis, TN 37501  
**Washington**—Ogden, UT 84201  
**West Virginia**—Memphis, TN 37501  
**Wisconsin**—Kansas City, MO 64999  
**Wyoming**—Ogden, UT 84201