

Form **4506**
(Rev. October 1983)

Department of the Treasury – Internal Revenue Service
**Request for Copy of Tax Form
or Individual Income Tax Account Information**

OMB Clearance Number
1545-0429

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

1. Name of taxpayer *(s)* as shown on tax form

5. Social security or employer identification number as shown on tax form

2. Current name and address

6. Spouse's social security number as shown on tax form

7. Tax form number *(Form 1041, 941, etc.)*


3. If information is to be mailed to someone else, show the third party's name and address

8. Tax period(s) *(No more than 4 per request)*

9. Amount due *(Make check payable to IRS.)*

4. If name in third party's records differs from item 1 above, show here
(See instructions for item 3.)

\$ _____
Note: Full payment must accompany your request

10. Describe what you want 

- (Check only one box.)*
- \$5.00 each Copy of tax return and all attachments *(including Forms W-2)*
Note: If you need these copies *certified* for court or administrative proceedings, check here also.
 - \$2.50 each Tax account information only *(Do not use for income averaging.)*
 - \$2.50 each Form 1040A or Form 1040EZ verification only

Privacy Act and Paperwork Reduction Act Notice

We ask for this information to carry out the Internal Revenue laws of the United States. We need the information to gain access to your return in our files and properly respond to your request. If you do not furnish the information, we may not be able to fill your request.

Please sign here  Signature _____ Date _____

Telephone number of requester
() _____

Instructions

Use this form to request a copy of a tax return or individual income tax account information.

If you are not the taxpayer shown in item 1, you must send a copy of your authorization to receive the information. This will generally be a power of attorney, tax information authorization, or evidence of entitlement (*for Title 11 Bankruptcy or Receivership Proceeding*). If the taxpayer is deceased, you must send enough evidence to establish that you are authorized to act for the taxpayer's estate.

Tax returns and return information about joint returns may be disclosed to either the husband or the wife. Only one signature is required. If your name has changed, sign Form 4506 exactly as your name appeared on the return and also with your current name.

Corporations, partnerships, estates, and trusts.—For rules on who may obtain tax information on the entity, see Internal Revenue Code section 6103.

Please allow at least 45 days for delivery when requesting a copy of a return, and at least 30 days when requesting return information or a verification letter. (*You must allow at least 6 weeks processing time after a return is filed before requesting a copy or other information.*)

Item 3.—If you have named someone else to receive the information (*such as a CPA, scholarship board, or mortgage issuer*), you must include the name of an individual with the address in item 3. Also, be sure and write the name of the client, student, or applicant in item 4 if it is different than the name shown in item 1. For example, item 1 may be the parents of a student applying for financial aid. Show the student's name in item 4 so the scholarship board will know what file to associate the return information with. If we cannot find a record of your return, we will notify the third party directly that we cannot fill the request.

Item 5.—For individuals, the social security number is written 000-00-0000. For businesses and certain others, the employer identification number is written 00-0000000. Please separate the nine digits as shown, to distinguish the type of number being reported.

Item 8.—Enter the year(s) of the tax form you are requesting. For fiscal-year filers, enter the date the period ended. If you need more than four different periods, use additional request forms. Returns which were filed six or more years ago may not be available for making copies. However, tax account information is generally still available for these periods.

Item 9.—Use the following table to figure how much money you must send with your request:

Type of Request	Cost for each period requested
Copy of tax return	\$5.00
Tax account information	2.50
Form 1040A/1040EZ verification	2.50

Example: You wish to figure your 1983 tax using the income averaging method, but you do not have a copy of your 1980 or 1981 returns. Check the first box in item 10 because you need a copy of the returns. Your cost will be \$10.00 ($\5.00×2).

Write your social security number or Federal employer identification number and "Form 4506 Request" on your check. If we cannot fill your request, we will refund your money.

Item 10.—In addition to a copy of a return, we can provide two other types of information: a listing of certain tax account information, or a letter of verification.

Tax account information only.—

Students applying for financial aid may be required to give the college a copy of their tax return. The school may, however, permit you to use tax return information provided by the IRS instead. If so, the following information will be sent:

- (a) Marital status,
- (b) Tax shown on return,
- (c) Adjusted gross income,
- (d) Taxable income,
- (e) Self-employment tax, and
- (f) Number of exemptions.

Tax account information should not be used for income averaging, because the taxable income listed is computed from the tax table amount as a cross check, and may vary somewhat from the return amount. Get a copy of the return for the exact amount.

Form 1040A or 1040EZ verification only.—States issuing certain qualified mortgage subsidy bonds are required to verify that the mortgage applicant did not own a home during the three previous years. As part of this verification, the mortgage issuer may want proof that you did not claim real estate interest or tax deductions on a residence. We will send a letter stating that Form 1040A or 1040EZ has been filed for a particular year or years. This will verify that no itemized deductions were claimed.

Where to file.—After you have completed Form 4506, send it to the service center where the tax return was filed. The addresses are listed below.

Note: You must use a separate Form 4506 for each service center from which you are requesting information. You must also use a separate form if you request both return information and return copies.

If you lived in	Please mail to the following Internal Revenue Service Center
▼	▼
New Jersey, New York City and counties of Nassau, Rockland, Suffolk, and Westchester	P.O. Box 888 Holtsville, NY 11742
New York (<i>all other counties</i>), Connecticut, Maine, Massachusetts, New Hampshire, Rhode Island, Vermont	P.O. Box 3006 Woodburn, MA 01888
Alabama, Florida, Georgia, Mississippi, South Carolina	P.O. Box 47412 Doraville, GA 30362
Michigan, Ohio	P.O. Box 145500 Cincinnati, OH 45214
Arkansas, Kansas, Louisiana, New Mexico, Oklahoma, Texas	P.O. Box 2943 Austin, TX 78769
Alaska, Arizona, Colorado, Idaho, Minnesota, Montana, Nebraska, Nevada, North Dakota, Oregon, South Dakota, Utah, Washington, Wyoming	1160 W. 1200 South St. Ogden, UT 84201
Illinois, Iowa, Missouri, Wisconsin	P.O. Box 1040 Kansas City, MO 64141
California, Hawaii	5045 E. Butler Avenue Fresno, CA 93888
Indiana, Kentucky, North Carolina, Tennessee, Virginia, West Virginia	P.O. Box 2501 Memphis, TN 38101
Delaware, District of Columbia, Maryland, Pennsylvania, outside the United States	P.O. Box 920 Bensalem, PA 19020