Form **4506**
(Rev. October 1994)
Department of the Treasury
Internal Revenue Service

Request for Copy or Transcript of Tax Form

▶ **Please read instructions before completing this form.**

▶ **Please type or print clearly.**

OMB No. 1545-0429

Note: ***Do not*** *use this form to get* ***tax account information.*** *Instead, see instructions below.*

1a Name shown on tax form	**1b First social security number on tax form or employer identification number** (See instructions.)
2a If a joint return, spouse's name shown on tax form	**2b Second social security number on tax form**

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

4 If copy of form or a tax return transcript is to be mailed to someone else, show the third party's name and address.

5 If we cannot find a record of your tax form and you want the payment refunded to the third party, check here . . . . ▶ ☐

6 If name in third party's records differs from line 1a above, show name here. (See instructions.) ▶

7 Check only one box to show what you want:

a ☐ Tax return transcript of Form 1040 series filed during the **current calendar year** and the **2 preceding calendar years.** (See instructions.) (The transcript gives most lines from the original return and schedule(s).) **There is no charge for a transcript request made before October 1, 1995.**

b ☐ Copy of tax form and all attachments (including Form(s) W-2, schedules, or other forms). **The charge is $14.00 for each period requested.**
Note: *If these copies must be certified for court or administrative proceedings, see instructions and check here* . . . . . ▶ ☐

c ☐ Verification of nonfiling. **There is no charge for this.**

d ☐ Copy of Form(s) W-2 only. **There is no charge for this.** See instructions for when Form W-2 is available.
Note: *If the copy of Form W-2 is needed for its state information, check here* . . . . ▶ ☐

8 If this request is to meet a requirement of one of the following, check all boxes that apply.
☐ Small Business Administration ☐ Department of Education ☐ Department of Veterans Affairs ☐ Financial institution

9 **Tax form number** (Form 1040, 1040A, 941, etc.)

10 **Tax period(s)** (year or period ended date). If more than four, see instructions.

11 Amount due for copy of tax form:

a	Cost for each period	$ 14.00
b	Number of tax periods requested on line 10	
c	Total cost. Multiply line 11a by line 11b. .	$

Full payment must accompany your request. Make check or money order payable to "Internal Revenue Service."

Please Sign Here

Signature. See instructions. If other than taxpayer, attach authorization document. | Date | Telephone number of requester ( ) | Best time to call

Title (if line 1a above is a corporation, partnership, estate, or trust)

Instructions

A Change To Note.—Form 4506 may be used to request a tax return transcript of the Form 1040 series filed during the current calendar year and the 2 preceding calendar years. There is no charge for a tax return transcript requested before October 1, 1995. You should receive it within 10 workdays after we receive your request. For more details, see the instructions for line 7a.

Purpose of Form.—Use Form 4506 only to get a copy of a tax form, tax return transcript, verification of nonfiling, or a copy of Form W-2. But if you need a copy of your Form(s) W-2 for social security purposes only, do not use this form. Instead, contact your local Social Security Administration office.

Do not use this form to request Forms 1099 or tax account information. If you need a copy of a Form 1099, contact the payer. However, Form 1099 information is available by calling or visiting your local IRS office.

Note: *If you had your tax form filled in by a paid preparer, check first to see if you can get a copy from the preparer. This may save you both time and money.*

If you are requesting a copy of a tax form, please allow up to 60 days for delivery. However, if your request is for a tax return transcript, please allow 10 workdays after we receive your request. To avoid any delay, be sure to furnish all the information asked for on this form. You must allow 6 weeks after a tax form is filed before requesting a copy of it or a transcript.

Tax Account Information Only.—If you need a statement of your tax account showing any later changes that you or the IRS made to the original return, you will need to request tax account information. Tax account information will list certain items from your return including any later changes.

To request tax account information, do not complete this form. Instead, write or visit an IRS office or call the IRS toll-free number listed in your telephone directory.

If you want your tax account information sent to a third party, complete **Form 8821,** Tax Information Authorization. You may get this form by calling 1-800-TAX-FORM (1-800-829-3676).

Line 1b.—Enter your employer identification number **only** if you are requesting a copy of a **business** tax form. Otherwise, enter the first social security number shown on the tax form.

Line 2b.—If requesting a copy or transcript of a joint tax form, enter the second social security number shown on the tax form.

Note: *If you do not complete line 1b and, if applicable, line 2b, there may be a delay in processing your request.*

Line 3.— For a tax return transcript, a copy of Form W-2, or for verification of nonfiling, if your address on line 3 is different from the address shown on the last return you filed and you have not notified the IRS of a new address, either in writing or by filing **Form 8822,** Change of Address, you must attach either—

(Continued on back)

- A **copy** of two pieces of identification that have your signature, or
- An original notarized statement affirming your identity.

Line 4.—If you have named someone else to receive the tax form or tax return transcript (such as a CPA, an enrolled agent, a scholarship board, or a mortgage lender), enter the name and address of the individual. If we cannot find a record of your tax form, we will notify the third party directly that we cannot fill the request.

Line 6.—Enter the name of the client, student, or applicant if it is different from the name shown on line 1a. For example, the name on line 1a may be the parent of a student applying for financial aid. In this case, you would enter the student's name on line 6 so the scholarship board can associate the tax form or tax return transcript with their file.

Line 7a.—If you are requesting a tax return transcript, check this box. Also, on line 9 enter the tax form number, on line 10 enter the tax period, and on line 11c enter "no charge." However, if you prefer, you may get a tax return transcript by calling or visiting your local IRS office.

A tax return transcript shows most lines from the original return (including accompanying forms and schedules). It **does not** reflect any changes you or the IRS made to the original return. If you have changes to your tax return and want a statement of your tax account with the changes, see **Tax Account Information Only** on the front. A tax return transcript is available for any returns of the 1040 series (such as Form 1040, 1040A, or 1040EZ) filed during the current calendar year and the 2 preceding calendar years.

In many cases, a tax return transcript will meet the requirement of any lending institution such as a financial institution, the Department of Education, or the Small Business Administration. It may also be used to verify that you did not claim any itemized deductions for a residence.

Line 7b.—If you are requesting a certified copy of a tax form for court or administrative proceedings, check the box to the right of line 7b. It will take at least 60 days to process your request.

Line 7c.—Check this box only if you want proof from the IRS that you did not file a return for the year. Also, on line 10 enter the tax period for which you are requesting verification of nonfiling, and on line 11c, enter "no charge."

Line 7d.—If you need only a copy of your Form(s) W-2, check this box. Also, on line 9 enter "Form(s) W-2 only," and on line 11c enter "no charge."

Forms W-2 are available only from 1978 to the present. Form W-2 information is only available 18 months after it is submitted by your employer. But you can get this information earlier if you request a copy of your tax return and all attachments. See line 7b.

If you are requesting a copy of your spouse's Form W-2, you must have your spouse's signature on the request. If you lost your Form W-2 or have not received it by the time you are ready to prepare your tax return, contact your employer.

Line 10.—Enter the year(s) of the tax form or tax return transcript you are requesting. For fiscal-year filers or requests for quarterly tax forms, enter the date the period ended; for example, 3/31/93, 6/30/93, etc. If you need more than four different tax periods, use additional Forms 4506. Tax forms filed 6 or more years ago may not be available for making copies. However, tax account information is generally still available for these periods.

Line 11c.—Write your social security number or Federal employer identification number **and** "Form 4506 Request" on your check or money order. If we cannot fill your request, we will refund your payment.

Signature.—Requests for copies of tax forms or tax return transcripts to be sent to a third party must be signed by the person whose name is shown on line 1a or by a person authorized to receive the requested information.

Copies of tax forms or tax return transcripts for a jointly filed return may be furnished to either the husband or the wife. Only one signature is required. Sign Form 4506 exactly as your name appeared on the original tax form. If you changed your name, **also** sign your current name.

For a corporation, the signature of the president of the corporation, or any principal officer and the secretary, or the principal officer and another officer are generally required. For more details on who may obtain tax information on corporations, partnerships, estates, and trusts, see Internal Revenue Code section 6103.

If you are **not** the taxpayer shown on line 1a, you must attach your authorization to receive a copy of the requested tax form or tax return transcript. You may **attach a copy of the authorization document** if the original has already been filed with the IRS. This will generally be a **power of attorney** (Form 2848), or **other authorization,** such as Form 8821, or evidence of entitlement (for Title 11 Bankruptcy or Receivership Proceedings). If the taxpayer is deceased, you must send Letters Testamentary or other evidence to establish that you are authorized to act for the taxpayer's estate.

Note: *Form 4506 must be received by the IRS within 60 days after the date you signed and dated the request.*

Where To File.—Mail Form 4506 with the correct total payment attached, if required, to the **Internal Revenue Service Center** for the place where you lived when the requested tax form was filed.

Note: *You must use a separate form for each service center from which you are requesting a copy of your tax form or tax return transcript.*

If you lived in:	Use this address:
New Jersey, New York (New York City and counties of Nassau, Rockland, Suffolk, and Westchester)	1040 Waverly Ave. Photocopy Unit Stop 532 Holtsville, NY 11742
New York (all other counties), Connecticut, Maine, Massachusetts, New Hampshire, Rhode Island, Vermont	310 Lowell St. Photocopy Unit Stop 679 Andover, MA 01810
Florida, Georgia, South Carolina	4800 Buford Hwy. Photocopy Unit Stop 91 Doraville, GA 30362
Indiana, Kentucky, Michigan, Ohio, West Virginia	P.O. Box 145500 Photocopy Unit Stop 524 Cincinnati, OH 45250
Kansas, New Mexico, Oklahoma, Texas	3651 South Interregional Hwy. Photocopy Unit Stop 6716 Austin, TX 73301
Alaska, Arizona, California (counties of Alpine, Amador, Butte, Calaveras, Colusa, Contra Costa, Del Norte, El Dorado, Glenn, Humboldt, Lake, Lassen, Marin, Mendocino, Modoc, Napa, Nevada, Placer, Plumas, Sacramento, San Joaquin, Shasta, Sierra, Siskiyou, Solano, Sonoma, Sutter, Tehama, Trinity, Yolo, and Yuba), Colorado, Idaho, Montana, Nebraska, Nevada, North Dakota, Oregon, South Dakota, Utah, Washington, Wyoming	P.O. Box 9953 Photocopy Unit Stop 6734 Ogden, UT 84409
California (all other counties), Hawaii	5045 E. Butler Avenue Photocopy Unit Stop 52180 Fresno, CA 93888
Illinois, Iowa, Minnesota, Missouri, Wisconsin	2306 E. Bannister Road Photocopy Unit Stop 57A Kansas City, MO 64999
Alabama, Arkansas, Louisiana, Mississippi, North Carolina, Tennessee	P.O. Box 30309 Photocopy Unit Stop 46 Memphis, TN 38130
Delaware, District of Columbia, Maryland, Pennsylvania, Virginia, a foreign country, or A.P.O. or F.P.O address	11601 Roosevelt Blvd. Photocopy Unit DP 536 Philadelphia, PA 19255

Privacy Act and Paperwork Reduction Act Notice.—We ask for the information on this form to establish your right to gain access to your tax form or transcript under the Internal Revenue Code, including sections 6103 and 6109. We need it to gain access to your tax form or transcript in our files and properly respond to your request. If you do not furnish the information, we will not be able to fill your request. We may give the information to the Department of Justice or other appropriate law enforcement official, as provided by law.

The time needed to complete and file this form will vary depending on individual circumstances. The estimated average time is:

Recordkeeping	13 min.
Learning about the law or the form	7 min.
Preparing the form	25 min.
Copying, assembling, and sending the form to the IRS	17 min.

If you have comments concerning the accuracy of these time estimates or suggestions for making this form more simple, we would be happy to hear from you. You can write to both the **Internal Revenue Service**, Attention: Reports Clearance Officer, PC:FP, Washington, DC 20224; and the **Office of Management and Budget**, Paperwork Reduction Project (1545-0429), Washington, DC 20503. **DO NOT** send this form to either of these offices. Instead, see **Where To File** on this page.