

Request for Transcript of Tax Returns

- Do not sign this form unless all applicable laws have been completed.
- Request may be rejected if the form is incomplete or illegible.
- For more information about Form 4506-T, visit www.irs.gov/form4506.

OMB No. 1545-0047

Fig. Use Form 4506-T to order a transcript or other return information free of charge. Say the product or service. You can quickly request transcripts by using our automated toll-free service line. Please call toll-free 800, go to www.irs.gov, and click on "Get a Tax Transcript." Under "What's new?" call 1-800-829-1040. If you need a copy of your return, see Form 4506, **Request for Copy of Tax Returns**. There is a fee to get a copy of your return.

a Name shown on the return. If a joint return, enter the name shown first.	b First social security number on the return. Indicate a taxpayer identification number, if applying for identification number (see instructions).
c Full legal name, last shown on the return, of the return.	d Second social security number or individual taxpayer identification number (if joint return).
e Current home address (including apt., room, or suite no.), city, state, and ZIP+4[®] address (see instructions).	
f Previous address shown on the last return filed if different from line 5 (see instructions).	
g If tax 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.	
h Customer ID number (if applicable) (see instructions).	

Caution: If the tax transcript is being mailed to a third party, ensure that you have filed in line 8 through 8 before signing. Sign and date the form once you have filed in these lines. Completing these steps helps protect your privacy. Once the IRS distributes your tax transcript to the third party listed on line 7, the IRS has no control over what the third party does with the information. If you want to be sure the third party is authorized to disclose your transcript information, you can specify this limitation in your written agreement with the third party.

- 1 Transcript requested.** Enter the tax form number (e.g., 1040, 1041, 1042, etc.) and check the appropriate box below. Enter only one tax form number per request.
 - a Return Transcript.** Return 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 amount after the return is processed. Transcripts are only available for the following returns: Form 1040 series, Form 1041, Form 1042, Form 1042-S, Form 1043-S, and Form 1099. 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.** Return contains information on the financial status of the account, such as deposits, made on the account, jointly owned accounts, and adjustments made by you or the IRS after the return was filed. Return information is limited to items such as tax credits and estimated tax payments. Account transcripts are available for most returns. Most requests will be processed within 10 business days.
 - c Record of Account.** Return provides the most detailed information as it is a combination of the Return Transcript and the Account Transcript. Available for current year and 3 prior tax years. Most requests will be processed within 10 business days.
 - d Verification of Filing.** Return is used from the IRS that you claimed the 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.
 - e Form 990, Form 990-E series, Form 990-B series, or Form 990-C series transcript.** The IRS can provide a transcript that includes data from these information returns. Data on most information is not included with the Form 990 information. The IRS may be able to provide the 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, to request the 2011, file in 2012, but only can be available from the IRS and 2011 if you need the information for retirement purposes, you should contact the Service through Administration at 1-800-775-1215. Most requests will be processed within 10 business days.

Caution: If you need a copy of Form 990-E or Form 990-B, you should first contact the issuer. To get a copy of the Form 990-E or Form 990-B that will your return, you must use Form 4506 and request a copy of your return, which includes all other forms.

- 2 Year or period requested.** Enter the ending date of the year or period, using the month/day format. If you are requesting more than one date of period, you must enter multiple Form 4506-T. For requests relating to quarterly tax forms, such as Form 941, you must enter each quarter of the period requested.

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Signature of taxpayer. I declare that I am either the taxpayer whose name is shown on line 1a or I am a person authorized to obtain the tax transcript information. If the request applies to a joint return, I sign and request that sign, if signed by a person other than I, person or those authorized parties, mortgage servicer, guardian, tax preparer, attorney, accountant, information provider, in party other than the taxpayer, I certify that I have the authority to request Form 4506-T on behalf of the taxpayer. **Note:** This form must be returned by IRS within 100 days of the signature date.

- ☐ **Signer's affidavit that he/she has read the information above and upon so reading declares that he/she has the authority to sign the Form 4506-T.** (See instructions).

Phone number of taxpayer on line 1a or 1b

Sign Here	Signature line instructions _____ Signature _____ Signature line instructions _____ Signature _____	
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