Directions for 4506-T

This form is required to be filled out if you did not file a tax return.

1a: Enter First and Last Name
1b: Enter Social Security Number
2a: If married, enter spouse’s First and Last Name
2b: If married, enter spouse’s Social Security Number
3: Enter Current Address including city, state, and zip code
4: Leave blank
5: Leave blank
6: Leave blank
7: Pre-filled
8: Leave blank
9: Pre-filled

Make sure to check signatory box, sign, date and enter your phone number.

Once complete, mail or fax based on the state you reside in.

<table>
<thead>
<tr>
<th>If you filed an individual return and lived in:</th>
<th>Mail or fax to:</th>
</tr>
</thead>
</table>
| Connecticut, Delaware, District of Columbia, Florida, Georgia, Maine, Maryland, Massachusetts, Missouri, New Hampshire, New Jersey, New York, North Carolina, Ohio, Pennsylvania, Rhode Island, South Carolina, Vermont, Virginia, West Virginia | **Internal Revenue Service**  
**RAIVS Team**  
Stop 6705 P-6  
Kansas City, MO 64999  
Fax: 855-821-0094 |
| Alabama, Kentucky, Louisiana, Mississippi, Tennessee, Texas, a foreign country, American Samoa, Puerto Rico, Guam, the Commonwealth of the Northern Mariana Islands, the U.S. Virgin Islands, or A.P.O. or F.P.O. address | **Internal Revenue Service**  
**RAIVS Team**  
Stop 6716 AUSC  
Austin, TX 73301  
Fax: 855-587-9604 |
| Alaska, Arizona, Arkansas, California, Colorado, Hawaii, Idaho, Illinois, Indiana, Iowa, Kansas, Michigan, Minnesota, Montana, Nebraska, Nevada, New Mexico, North Dakota, Oklahoma, Oregon, South Dakota, Utah, Washington, Wisconsin, Wyoming | **Internal Revenue Service**  
**RAIVS Team**  
Stop 37106  
Fresno, CA 93888  
Fax: 559-456-7227 |
## Request for Transcript of Tax Return

**Form 4506-T**  
(Rev. September 2015)  
Department of the Treasury  
Internal Revenue Service  
OMB No. 1545-1872

**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 "Get a Tax Transcript..." under "Tools" or call 1-800-908-9946. If you need a copy of your return, use Form 4508, Request for Copy of Tax Return. There is a fee to get a copy of your return.

1. **Name shown on tax return.** If a joint return, enter the name shown first.
2. **Spouse's name shown on tax return.**
3. **Current name, address (including apt., room, or suite no.), city, state, and ZIP code (see instructions).**
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.**

### Caution:
If the tax transcript is being mailed to a third party, ensure that you have filled in lines 6 through 9 before signing. Sign and date the form once you have filled in these lines. Completing these steps helps to protect your privacy. Once the IRS discloses your tax transcript to the third party listed on line 5, the IRS has no control over what the third party does with the information. If you would like to limit the third party’s authority to disclose your transcript information, you can specify this limitation in your written agreement with the third party.

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. 
   - **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 1120-A, Form 1120-H, Form 1120-L, and Form 1120-S. 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 . . . . . . .
   - **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 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 10 business days .
   - **Record of Account,** which 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 . . . . . . .
   - **Verification of Nonfiling,** which is proof from the IRS that you did not file a return for the current 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 .
   - **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 2011, filed in 2012, will likely be available from the IRS until 2015. 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 10 business days .

7. **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.  

8. **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, at least one spouse must sign. If signed by a corporate officer, 1 percent or more shareholder, partner, managing member, 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 the signature date.

9. **Spouse's signature**

For Privacy Act and Paperwork Reduction Act Notice, see page 2.

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### Form 4506-T (Rev. 9-2015)