

# Request for Copy of Tax Form

▶ Please read instructions before completing this form.

▶ Please type or print clearly.

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

<b>1a</b> Your name shown on tax form	<b>1b</b> Your social security number or employer identification number. (See instructions.)									
<b>2a</b> If a joint return, spouse's name shown on tax form	<b>2b</b> Spouse's social security number									
<b>3</b> Current name and address (including apt., room, or suite no.)										
<b>4</b> If copy of form is to be mailed to someone else, show the third party's name and address. (See instructions.)										
<b>5</b> If we cannot find a record of your tax form and you want the payment refunded to the third party, check here . . . . . <input type="checkbox"/>										
<b>6</b> If name in third party's records differs from line 1a above, show name here. (See instructions.)										
<b>7</b> Check the box to show what you want: <b>a</b> <input type="checkbox"/> Copy of tax form and all attachments (including Form(s) W-2, schedules, or other forms). The charge is \$4.25 for each period requested. <i>Note: If these copies must be certified for court or administrative proceedings, see instructions and check here . . . . .</i> <input type="checkbox"/> <b>b</b> <input type="checkbox"/> Copy of Form(s) W-2 only. There is no charge for this. See instructions for when Form W-2 is available.										
<b>8</b> Tax form number (Form 1040, 1040A, 941, etc.)	<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:80%;"><b>10</b> Amount due for copy of tax form:</td> <td style="width:20%;"></td> </tr> <tr> <td><b>a</b> Cost for each period . . . . .</td> <td style="text-align: right;">\$ 4.25</td> </tr> <tr> <td><b>b</b> Number of tax periods requested on line 9 . . . . .</td> <td></td> </tr> <tr> <td><b>c</b> Total cost. Multiply line 10a by line 10b. . . . .</td> <td style="text-align: right;">\$</td> </tr> </table>	<b>10</b> Amount due for copy of tax form:		<b>a</b> Cost for each period . . . . .	\$ 4.25	<b>b</b> Number of tax periods requested on line 9 . . . . .		<b>c</b> Total cost. Multiply line 10a by line 10b. . . . .	\$	
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<b>9</b> Tax period(s) (year or period ended date). If more than four, see instructions.	<p><i>Full payment must accompany your request. Make check or money order payable to "Internal Revenue Service."</i></p>									
<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:60%;"><b>Please Sign Here</b> ▶ _____</td> <td style="width:20%;"></td> <td style="width:20%;">Telephone number of requester ( ) _____</td> </tr> <tr> <td>Signature. See instructions. If other than taxpayer, attach authorization document.</td> <td>Date</td> <td>Convenient time for us to call</td> </tr> <tr> <td colspan="2">Title (if line 1a above is a corporation, partnership, estate, or trust)</td> <td></td> </tr> </table>		<b>Please Sign Here</b> ▶ _____		Telephone number of requester ( ) _____	Signature. See instructions. If other than taxpayer, attach authorization document.	Date	Convenient time for us to call	Title (if line 1a above is a corporation, partnership, estate, or trust)		
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## Instructions

**Purpose of Form.**—Use Form 4506 only to get a copy of a tax form or 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. Copies of Forms 1099 are not available from the IRS. If you need a copy of a 1099 form, contact the payer. Also, **do not** use this form to request tax account information.

**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.

Please allow at least 45 days for delivery. To avoid any delay, be sure to furnish all the information asked for on this form. You must allow 6 weeks processing time after a tax form is filed before requesting a copy.

**Tax Account Information Only.**—A listing of certain tax account information is available free of charge if you write or visit an IRS

office or call the IRS toll-free number listed in your telephone directory.

Generally, tax account information is needed when students applying for financial aid are required to give the college a copy of their tax form. The school may, however, accept tax account information provided by the IRS instead. If so, the following information will be sent upon request:

- Name and social security number.
- Type of return filed.
- Filing status.
- Tax shown on return.
- Adjusted gross income.
- Taxable income.
- Self-employment tax.
- Number of exemptions.
- Amount of refund.
- Amount of earned income credit.

**Mortgage Revenue Bonds.**—States issuing mortgage revenue bonds are required to verify that the mortgage applicant did not own a home during the 3 previous years. As

part of this verification, the mortgage lender may want proof that you did not claim interest or real estate tax deductions for a residence on your tax return. If you have a copy of your tax return, or if it was filled out by a paid preparer and you can get a copy, the mortgage lender can accept your signed copy.

If you filed Form 1040A or 1040EZ, you can request tax account information to help satisfy the verification requirement. To do this, **do not** complete this form. Instead, contact your local IRS office for this information.

If you filed Form 1040, you may have to get a copy of it to verify that you did not claim any itemized deductions for a residence. To get a copy, **complete** Form 4506 and write "Mortgage Revenue Bond" across the top.

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

*(Continued on back)*

**Line 2b.**—If requesting a joint tax form, enter your spouse's social security number.

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

**Line 4.**—If you have named someone else to receive the tax form (such as a CPA, an enrolled agent, a scholarship board, or a mortgage lender), enter the name of an individual and the address to ensure the copy gets to the right person. If we cannot fill your request and you want the payment for copies refunded to the third party, check the box on line 5.

**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 with their file. If we cannot find a record of your tax form, we will notify the third party directly that we cannot fill the request.

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

**Line 7b.**—If you need only a copy of your Form(s) W-2, check this box. Also, on line 8 enter "Form(s) W-2 only" and on line 10c enter "no charge."

If your address on line 3 is different from the address shown on the last return you filed and you haven't filed **Form 8822**, Change of Address, or otherwise notified the IRS in writing of your new address, you must attach either—

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

Form W-2 is not available until 6 weeks after you file it with your tax return (for example, Form 1040). Otherwise, Form W-2 information is only available 18 months after it is submitted by your employer. 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 9.**—Enter the year(s) of the tax form you are requesting. For fiscal-year filers or requests for quarterly tax forms, enter the date the period ended; for example, 3/31/89, 6/30/89, etc., for a quarterly filed tax form. If you need more than four different tax periods, use additional Forms 4506. Tax forms that were filed 6 or more years ago may not be available for making copies. However, tax account information is generally still available for these periods. See **Tax Account Information Only** on page 1.

**Line 10c.**—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 to be sent to a third party must be signed by the person whose name is shown on line 1a, unless the third party has your authorization (discussed later) to receive the copies.

Copies of jointly filed tax forms 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. An authorization must specifically state what tax form and period(s) is covered and that the requested tax form(s) may be given to the person designated authority by the taxpayer. 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, or other authorization such as 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 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.*

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. Stop 532 Holtsville, NY 11742
New York (all other counties), Connecticut, Maine, Massachusetts, New Hampshire, Rhode Island, Vermont	310 Lowell St. Stop 679 Andover, MA 01810
Florida, Georgia, South Carolina	P.O. Box 47-412 Photocopy Unit Stop 91 Doraville, GA 30362
Indiana, Kentucky, Michigan, Ohio, West Virginia	P.O. Box 14550 Cincinnati, OH 45250-5500
Kansas, New Mexico, Oklahoma, Texas	3651 South Interregional Highway 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 TPR/Photocopy C6 Mail Stop 6734 Ogden, UT 84409
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California (all other counties), Hawaii	5045 E. Butler Avenue Photocopy Unit Stop 52350 Fresno, CA 93888
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Illinois, Iowa, Minnesota, Missouri, Wisconsin	2306 E. Bannister Road Annex 1, Bldg. 41 Photocopy Unit Stop 57 Kansas City, MO 64131
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Alabama, Arkansas, Louisiana, Mississippi, North Carolina, Tennessee,	P.O. Box 2501 Annex 46 Memphis, TN 38101
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Delaware, District of Columbia, Maryland, Pennsylvania, Virginia, a Foreign country, or had an A.P.O. or F.P.O address	P.O. Box 920 Photocopy Unit Drop Point 536 Bensalem, PA 19020
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**Privacy Act and Paperwork Reduction Act Notice.**—We ask for the information on this form to carry out the Internal Revenue laws of the United States. We need it to gain access to your tax form 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.

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

<b>Recordkeeping</b> . . . . .	13 min.
<b>Learning about the law or the form</b> . . . . .	7 min.
<b>Preparing the form</b> . . . . .	21 min.
<b>Copying, assembling, and sending the form to the IRS</b> . . . . .	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**, Washington, DC 20224, Attention: IRS Reports Clearance Officer, T:FP; 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.