Form **4506**
(Rev. November 1989)
Department of the Treasury
Internal Revenue Service

Request for Copy of Tax Form

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

▶ **Please type or print clearly.**

OMB No. 1545-0429
Expires 11-30-92

Note: ***Do not*** *complete this form to get* ***tax account information.*** *See instructions.*

1 Name of taxpayer(s) as shown on tax form (husband's and wife's, if a joint return)

6a **Social security number** as shown on tax form *(if joint return, show husband's number)*

2 Current name and address

6b Wife's **social security number** as shown on tax form

7 Employer identification number as shown on tax form

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

3a If copy of form is to be mailed to someone else, show the third party's name and address. (See instructions.)

9 **Tax period(s)** (year or period ended date) (no more than 4 per request) See instructions.

10 Amount due for copy of tax form:
a Cost for each period . . . . . $ 4.25
b Number of tax periods requested on line 9 . . . .
c Total cost (multiply line 10a by line 10b) . . . . $
Make check or money order payable to Internal Revenue Service

3b If we cannot find a record of your tax form, check here if you want the payment refunded to the third party. ☐

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

5 Check the box to show what you want:
☐ 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.
Note: *If you need these copies for court or administrative proceedings, also check here.* ☐
☐ Copy of Form(s) W-2 only. There is no charge for this. See instructions for when Form W-2 is available.

Please Sign Here ▶

Signature (See instructions. If other than taxpayer, attach authorization document.) Date

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

Telephone number of requester
( )
Convenient time for us to call

Important: Full payment must accompany your request.

Instructions

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 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:

Recordkeeping	13 minutes
Learning about the law or the form	7 minutes
Preparing the form	21 minutes
Copying, assembling, and sending the form to IRS	17 minutes

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 the **Internal Revenue Service,** Washington, DC 20224, Attention: IRS Reports Clearance Officer, T:FP; or the **Office of Management and Budget,** Paperwork Reduction Project (1545-0429), Washington, DC 20503.

Purpose of Form.—Use Form 4506 to get a copy of a tax form or Form W-2 only.

Do not use this form to request Forms 1099. Copies of Forms 1099 are not available from IRS. If you need a copy of Form 1099, contact the payer.

Do not use this form to request tax account information.

Note: *If you had your tax form filled out 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. Be sure to furnish all the information asked for on this form to avoid any delay in our sending your requested copies. (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:

(a) Name and social security number,
(b) Type of return filed,
(c) Filing status,
(d) Tax shown on return,
(e) Adjusted gross income,
(f) Taxable income,
(g) Self-employment tax, and
(h) Number of exemptions.

(Continued on back)

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.

Lines 3a and 3b.—If you have named someone else to receive the tax form (such as a CPA, scholarship board, or mortgage lender), show the name of an individual and the address on line 3a to ensure the copy gets to the right person. If you checked the box on line 3b, we will refund the payment for the copies to the third party.

Line 4.—Enter the name of the client, student, or applicant if it is different from the name shown on line 1. For example, line 1 may be the parents of a student applying for financial aid. Show the student's name on line 4 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 5.—If you need only a copy of your Form(s) W-2, check the box for Copy of Form(s) W-2 only. Also, on line 8 show "Form(s) W-2 only" and on line 10c show "no charge."

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.)

Lines 6a and 6b.—For individuals, enter the social security number as shown on the tax form. For jointly filed tax forms, show the husband's social security number on line 6a and the wife's on line 6b. If you do not furnish this information, there may be a delay in processing your request.

Line 7.—Enter your employer identification number **only** if you are requesting a copy of a **business** tax form. Otherwise, leave this line blank.

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, 1986 for an annual filed tax form or 3/31/86, 6/30/86, 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.**

Line 10.—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.—*Form 4506 must be received by IRS within 60 days following the date upon which you signed and dated the request.*

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 1.

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 your name has changed, **also** sign with 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. Further rules on who may obtain tax information on **corporations, partnerships, estates,** and **trusts** are detailed in Internal Revenue Code section 6103.

If you are **not** the taxpayer shown on line 1, 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 it may be supplied to the person designated authority. You may send a copy of the authorization document if the original has already been filed with IRS. This will generally be a power of attorney, or other authorization such as evidence of entitlement (for Title 11 Bankruptcy or Receivership Proceeding). 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.

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)	P.O. Box 400 Holtsville, NY 11742
New York (all other counties), Connecticut, Maine, Massachusetts, New Hampshire, Rhode Island, Vermont	P.O. Box 3006 Woburn, MA 01888
Florida, Georgia, South Carolina	P.O. Box 47412 Doraville, GA 30362
Indiana, Kentucky, Michigan, Ohio, West Virginia	P.O. Box 145500 Cincinnati, OH 45214
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	TPR/Photocopy C6 P.O. Box 9953 Mail Stop 6734 Ogden, UT 84409
California (all other counties), Hawaii	5045 E. Butler Avenue Photocopy Unit Stop 53260 Fresno, CA 93888
Illinois, Iowa, Minnesota, Missouri, Wisconsin	2306 E. Bannister Road Photocopy Unit Stop 53 Kansas City, MO 64131
Alabama, Arkansas, Louisiana, Mississippi, North Carolina, Tennessee,	P.O. Box 2501 Stop 46 Memphis, TN 38101
Delaware, District of Columbia, Maryland, Pennsylvania, Virginia, outside the United States	P.O. Box 920 Photocopy Unit Drop Point 536 Bensalem, PA 19020