How To Fill Out A 4506-T

Before focusing on the individual steps to filling out a 4506-T, here are some general 4506-T rules:

- Only one tax form can be requested on a single 4506-T. For example, an order for a 1040 and for a W-2 on the same person must be submitted as two separate orders. Obtaining a W-2 for a husband and wife must be 2 separate orders, one for each person. However, obtaining a 1040 when a Husband and Wife file a joint tax return is one order.

- Order the TRV early enough to allow for delays at the IRS. Normal turn time is 2 business days and the IRS is not open on any federal holiday. The IRS does not provide any kind of "rush" service. All orders are processed on a first come, first served basis only. **As it gets closer to the tax filing deadline each year the IRS can experience some delayed turn times**.

- The 4506-T must be on letter size paper and legible. You are allowed to rewrite the information next to the original entry in larger letters if the font is too small to be legible. DO NOT cross any information out (which will result in an altered form that is rejected by the IRS). The numerals 5, 6 and 8 seem to be the hardest to decipher.

- For business returns, the business information must be provided at the top of the 4506-T, including the EIN Number. If you are not sure which form to order, ask the taxpayer for a copy of their taxes or which form they filed. That is what you want to order.

- Double check to make sure that the social security number listed is correct. A quick way to check is to compare what is written on the 4506-T to the Source of Information section of the credit report.

- Before beginning, make sure you have the applicant's current address <u>and the address used to file taxes for the year(s) requested (if different from their current address)</u>.

- As much as possible, try to eliminate faxing the forms. The more the form is faxed and scanned, the harder it gets to read and the IRS could reject it due to the form being illegible. If there is no way to get around faxing the form, make sure it is legible. If there is any question, rewrite the information next to the original entry. DO NOT cross any information out.

Individual Steps:

1a) Taxpayer Name:
Make sure it is an exact match to the name they used when filing their taxes. No nicknames. For business returns, put the exact Business Name here.

1b) Name 1's Social Security Number:
It can be in one of two formats. Either 123-45-6789, or 123456789. For business returns, put the EIN Number here.

2a) Spouse's Name:
Only necessary if they filed jointly. If they did not file jointly, there will need to be two separate 4506-Ts. Make sure it is an exact match to the name they used when filing their taxes. No nicknames.

2b) Spouse’s Social Security Number:
It can be in one of two formats. Either 123-45-6789, or 123456789.

3) Current Name and Current Address:
If there has been a name change from what is entered in 1a or 2a, enter it here. Include the current address.

4) Previous Address:
This is only filled out if the address used to file taxes for the year(s) requested is different from their current address that was entered in line 3.

5) Accudata’s Information:
This must always be in box 5.
Accudata Credit Systems, LLC. Mailbox ID: LSTOKES42
1002 Diamond Ridge, Ste 500, Jefferson City, MO 65109

6) Transcript Requested:
Enter the tax form number requested here (1040, W-2, 1065, 1099, etc…).

6a) through 8): Choose the applicable box:
Return Transcript: You will normally order this.
Account Transcript: Includes adjustments made by the taxpayer or the IRS.
Record of Account: Use if they filed after the tax deadline, filed an extension, or filed an amended return.
Verification of Nonfiling: Use if they did not file their taxes.
Form W-2, Form 1099 series, Form 1098 series, or Form 5498 series: Use if any of these are the form you are requesting.

9) Year or Period Requested:
This can be in one of two formats. Either mm/dd/yyyy or just yyyy. Do not put mm/yyyy. For example, 12/31/2009 or just 2009 would be acceptable. 12/2009 would not be acceptable.

Signature and Date:
Only one signature is required to process the 4506-T. Make sure that the name you are ordering it under is the name of the person that signed. The signature must be recognizable and identifiable as relating to the taxpayer’s name (i.e., not a scribble signature without recognizable letters). Do not forget to have them date their signature. The date signed is good for 120 days. For business returns, the taxpayer’s title must be listed under their signature, which must match the title used when filing the return. For LLC “members” the title must say “managing member”. Other acceptable titles: 1120’s must be: Owner, CEO, CFO, COO, President, Vice President, Treasurer, GM or Attorney in Fact. 1065’s must be: Member, Managing Member, Partner or Managing Partner.

Form **4506-T**

(Rev. January 2011)

Department of the Treasury
Internal Revenue Service

Request for Transcript of Tax Return

▶ **Request may be rejected if the form is incomplete or illegible.**

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 "Order a Transcript" or call 1-800-908-9946. If you need a copy of your return, use **Form 4506, Request for Copy of Tax Return.** There is a fee to get a copy of your return.

1a Name shown on tax return. If a joint return, enter the name shown first.

TAXPAYER NAME

1b First social security number on tax return, individual taxpayer identification number, or employer identification number (see instructions)

123-45-6789 OR 123456789

2a If a joint return, enter spouse's name shown on tax return.

SPOUSE NAME (IF THEY FILED JOINTLY)

2b Second social security number or individual taxpayer identification number if joint tax return

987-65-4321

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

CURRENT NAME
CURRENT ADDRESS

4 Previous address shown on the last return filed if different from line 3 (See instructions)

ADDRESS USED TO FILE TAXES THE YEAR/S REQUESTED, IF DIFFERENT FROM CURRENT ADDRESS

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. The IRS has no control over what the third party does with the tax information.

Accudata Credit Systems, LLC. Mailbox ID: LSTOKES42
1002 Diamond Ridge, Ste 500, Jefferson City, MO 65109

Caution. *If the transcript is being mailed to a third party, ensure that you have filled in line 6 and line 9 before signing. Sign and date the form once you have filled in these lines. Completing these steps helps to protect your privacy.*

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. ▶ 1040, W2, 1065, 1099, ETC...

a **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 1120A, Form 1120H, Form 1120L, and Form 1120S. 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,** which contains information on the financial status of the account, such as payments made on the account, penalty assessments, and adjustments made by you or 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 30 calendar days. . ☐

c **Record of Account,** which is a combination of line item information and later adjustments to the account. Available for current year and 3 prior tax years. Most requests will be processed within 30 calendar days . . . . ☐

7 **Verification of Nonfiling,** which is proof from the IRS that you **did not** file a 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 . . ☐

8 **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 2007, filed in 2008, will not be available from the IRS until 2009. If 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 45 days . . . ☐

CHOOSE APPLICABLE BOX

Caution. *If you need a copy of Form W-2 or Form 1099, you should first contact the payer. To get a copy of the Form W-2 or Form 1099 filed with your return, you must use Form 4506 and request a copy of your return, which includes all attachments.*

9 **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.

12/31/2009 OR 2009

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, **either** husband or wife must sign. If signed by a corporate officer, partner, 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 signature date.*

Sign Here

SIGNATURE NAME 1 — DATE

Signature (see instructions) — Date — Telephone number of taxpayer on line 1a or 2a

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

SIGNATURE NAME 2 — DATE

Spouse's signature — Date