

**Please follow these directions to ensure the proper completion of your request.**

\*\*\* The number one reason the IRS rejects 4506-T request is because the address used on Form 4506-T does not match the address the taxpayer has used to file taxes. Please use line 3 for the current taxpayer address and line 4 for any previous address that may have been used to file taxes.

**Line 1A: Name show in tax form. If you are requesting a joint return enter the name shows first.**

Enter the full name correctly. If you are requesting a joint return enter the husband's full name as it appears on Form 1040/1040A.

If you are requesting a Business tax transcript, enter the complete name of the business.

**Line 1B: Enter the first Social Security Number on the tax form or EIN (Employer Identification Number)**

Complete the Social Security number or EIN of the taxpayer or business entity from line 1A.

**Line 2A: If Joint return, enter spouse's name shown on tax return.**

If you are requesting a joint return enter the Wife's name

**Line 2B: Second Social Security number**

Enter the Social Security Number from line 2A (if joint return)

**Line 3: Current Name, Address, City State and Zip Code. PLEASE FILL OUT COMPLETELY.**

Very important: Make sure the applicants information is correct, particularly the current taxpayer address. The address entered must match the address on file with the IRS. If the address the

**Line 4: Address: Complete address shown on tax return if different from line 3.**

If taxes were filed using a different address then please the address here.

**Line 6: Product Requested**

Please enter the form number you are requesting. If you are requesting a 1040 transcript, please enter 1040. If W-2 records are being requested, please enter W-2. For both 1040 and W-2 request please enter 1040-W2. For corporate requests please enter either 1120 or 1065, which ever the company has filed.

**Line 7: Years or period requested.**

Please enter the tax years you are requesting in mm/dd/yy format. Example: 12/31/02.

**Signature:**

Please have the taxpayer sign and date Form 4506-T. The taxpayer's signature must be within 60 days in order to process the request. If the request is for a single taxpayer on a joint return, then only one signature is required. For married couples filing separately, both signatures are required.

**For corporate requests only:**

Corporate 1120 Request: Under the signature must state: President or Corporate officer

Corporate 1065 Request: Under the signature must state: Partner

Corporate 1065 LLC: Under the signature must state: Member or Manager