



IRS AUTHORIZATIONS

PLEASE NOTE:

MUST SIGN/FILL OUT AUTHORIZATION IN **BLUE OR BLACK INK.**

IRS WILL NOT ACCEPT ALTERED, WHITE-OUT, OR LINE-THROUGH FORMS (SEE BELOW WHERE THEY DENIED SIMPLY FOR CROSSING UNNEEDED INFORMATION OUT!)

see instructions

17 <-Complete
Individual joint tax return
SSN
48074
48074
phone number

the form once you
perly listed on line
disclose your return

ding Form(s) W-2,
ding before they are
read more than one

2. We can't respond to your request without additional information. You must submit a new Form 4506 with the corrections checkmarked in this form.

3. We can't provide any of the items you requested.

4. We are enclosing the items you requested (or providing them to the third party on line 5 of your request) except for those listed below. Please refer to the checked boxes in this letter for more information.

Copy of Tax Returns/Forms for tax years: _____

Copy of Tax Returns for tax years mailed to you previously

5. We can't accept altered forms (e.g., white-out, line-through, write-overs, labels/stickers, etc.) or required entries on your forms are illegible. Please complete and submit a new Form 4506.

THE FORM MUST BE FULLY COMPLETED LINES 1-4, THEN SIGNED & DATED

1A. NAME SHOWN *EXACTLY* AS WAS LAST FILED ON 1040 RETURN. INCLUDING WITH/WITHOUT MIDDLE INITIAL OR FULL NAME, MAIDEN NAME, ETC.

1B. FULL SS# REQUIRED

2A. & 2B. SAME AS ABOVE, BUT WE ONLY NEED THE SIGNATURE OF ONE FILER TO PROCESS. LEAVE BLANK IF FILED SINGLY.

3. **CURRENT** NAME AND ADDRESS.

4. **IF FILED LAST TAX RETURN WITH A DIFFERENT ADDRESS, INPUT THIS ON LINE 4.** PLEASE MAKE SURE TO FILL OUT EXACTLY AS IT APPEARS ON LAST 1040 FILING.

****PLEASE INCLUDE ST., RD., AVE, APT. #'S, BLDG, PO BOXES, ETC. *****

EXAMPLE: 3905 S. ROCHESTER ROAD, APT. 11, ROYAL OAK, MI 48073

IF YOU HAVE ANY QUESTIONS PLEASE DO NOT HESITATE TO CALL.

Request for Copy of Tax Return

- ▶ **Do not sign this form unless all applicable lines have been completed.**
- ▶ **Request may be rejected if the form is incomplete or illegible.**
- ▶ **For more information about Form 4506, visit www.irs.gov/form4506.**

Tip: Get faster service: Online at www.irs.gov, **Get Your Tax Record** (Get Transcript) or by calling **1-800-908-9946** for specialized assistance. We have teams available to assist. **Note:** Taxpayers may register to use [Get Transcript](#) to view, print, or download the following transcript types: **Tax Return Transcript** (shows most line items including Adjusted Gross Income (AGI) from your original Form 1040-series tax return as filed, along with any forms and schedules), **Tax Account Transcript** (shows basic data such as return type, marital status, AGI, taxable income and all payment types), **Record of Account Transcript** (combines the tax return and tax account transcripts into one complete transcript), **Wage and Income Transcript** (shows data from information returns we receive such as Forms W-2, 1099, 1098 and Form 5498), and **Verification of Non-filing Letter** (provides proof that the IRS has no record of a filed Form 1040-series tax return for the year you request).

1a Name shown on tax return. If a joint return, enter the name shown first.	1b First social security number on tax return, individual taxpayer identification number, or employer identification number (see instructions)
2a If a joint return, enter spouse's name shown on tax return.	2b Second social security number or individual taxpayer identification number if joint 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 tax return 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 return is being sent to the third party, ensure that lines 5 through 7 are completed before signing. (see instructions).

6 Tax return requested. Form 1040, 1120, 941, etc. and all attachments as originally submitted to the IRS, including Form(s) W-2, schedules, or amended returns. Copies of Forms 1040, 1040A, and 1040EZ are generally available for 7 years from filing before they are destroyed by law. Other returns may be available for a longer period of time. Enter only one return number. If you need more than one type of return, you must complete another Form 4506. ▶ _____

Note: If the copies must be certified for court or administrative proceedings, check here

7 Year or period requested. Enter the ending date of the tax year or period using the mm/dd/yyyy format (see instructions).

____ / ____ / ____	____ / ____ / ____	____ / ____ / ____	____ / ____ / ____
____ / ____ / ____	____ / ____ / ____	____ / ____ / ____	____ / ____ / ____

8 Fee. There is a \$43 fee for each return requested. Full payment must be included with your request or it will be rejected. Make your check or money order payable to "United States Treasury." Enter your SSN, ITIN, or EIN and "Form 4506 request" on your check or money order.	
a Cost for each return	\$ 43.00
b Number of returns requested on line 7	
c Total cost. Multiply line 8a by line 8b	\$

9 If we cannot find the tax return, we will refund the fee. If the refund should go to the third party listed on line 5, check here

Caution: Do not sign this form unless all applicable lines have been completed.

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 return 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 on behalf of the taxpayer. **Note:** This form must be received by IRS within 120 days of the signature date.

Signatory attests that he/she has read the attestation clause and upon so reading declares that he/she has the authority to sign the Form 4506. See instructions.

Phone number of taxpayer on line 1a or 2a

Sign Here	▶ Signature (see instructions)	Date
	▶ Print/Type name	Title (if line 1a above is a corporation, partnership, estate, or trust)
	▶ Spouse's signature	Date
	▶ Print/Type name	