

How to Fill Out Form 4506-T for PERSONAL Returns

Form **4506-T**

Request for Transcript of Tax Return

(Rev. January 2008)
Department of the Treasury
Internal Revenue Service

- ▶ Do not sign this form unless all applicable lines have been completed. Read the instructions on page 2.
- ▶ Request may be rejected if the form is incomplete, illegible, or any required line was blank at the time of signature.

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 also call 1-800-829-1040 to order a transcript. 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. John Q. Smith	1b First social security number on tax return or employer identification number (see instructions) 123-45-6789
2a If a joint return, enter spouse's name shown on tax return Jane E. Smith	2b Second social security number if joint tax return 987-65-4321
3 Current name, address (including apt., room, or suite no.), city, state, and ZIP code 123 Main Street Anywhere, USA 00001	
4 Previous address shown on the last return filed if different from line 3 321 Pine Drive Springfield, IL 00002	
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.	

Make Sure FONT is LARGE and READABLE. You May Clarify by Writing Next to the Info in Big Block Letters.

Tax Verification Services 17842 Irvine Blvd Tustin, CA 92870 ID: cboettcher

Caution: DO NOT SIGN this form if a third party requires you to complete Form 4506-T, and lines 6 and 9 are blank.

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**

a Return Transcript, which includes most of the line items of a tax return as shown on the following returns: Form 1040 series, Form 1041, Form 1042, Form 1042-E, Form 1043, Form 1044, Form 1045, Form 1046, Form 1047, Form 1048, Form 1049, Form 1050, Form 1051, Form 1052, Form 1053, Form 1054, Form 1055, Form 1056, Form 1057, Form 1058, Form 1059, Form 1060, Form 1061, Form 1062, Form 1063, Form 1064, Form 1065, Form 1066, Form 1067, Form 1068, Form 1069, Form 1070, Form 1071, Form 1072, Form 1073, Form 1074, Form 1075, Form 1076, Form 1077, Form 1078, Form 1079, Form 1080, Form 1081, Form 1082, Form 1083, Form 1084, Form 1085, Form 1086, Form 1087, Form 1088, Form 1089, Form 1090, Form 1091, Form 1092, Form 1093, Form 1094, Form 1095, Form 1096, Form 1097, Form 1098, Form 1099, Form 1099-A, Form 1099-B, Form 1099-C, Form 1099-D, Form 1099-E, Form 1099-F, Form 1099-G, Form 1099-H, Form 1099-INT, Form 1099-NEC, Form 1099-NON, Form 1099-OT, Form 1099-P, Form 1099-R, Form 1099-S, Form 1099-T, Form 1099-VA, Form 1099-VAE, Form 1099-VAE-1, Form 1099-VAE-2, Form 1099-VAE-3, Form 1099-VAE-4, Form 1099-VAE-5, Form 1099-VAE-6, Form 1099-VAE-7, Form 1099-VAE-8, Form 1099-VAE-9, Form 1099-VAE-10, Form 1099-VAE-11, Form 1099-VAE-12, Form 1099-VAE-13, Form 1099-VAE-14, Form 1099-VAE-15, Form 1099-VAE-16, Form 1099-VAE-17, Form 1099-VAE-18, Form 1099-VAE-19, Form 1099-VAE-20, Form 1099-VAE-21, Form 1099-VAE-22, Form 1099-VAE-23, Form 1099-VAE-24, Form 1099-VAE-25, Form 1099-VAE-26, Form 1099-VAE-27, Form 1099-VAE-28, Form 1099-VAE-29, Form 1099-VAE-30, Form 1099-VAE-31, Form 1099-VAE-32, Form 1099-VAE-33, Form 1099-VAE-34, Form 1099-VAE-35, Form 1099-VAE-36, Form 1099-VAE-37, Form 1099-VAE-38, Form 1099-VAE-39, Form 1099-VAE-40, Form 1099-VAE-41, Form 1099-VAE-42, Form 1099-VAE-43, Form 1099-VAE-44, Form 1099-VAE-45, Form 1099-VAE-46, Form 1099-VAE-47, Form 1099-VAE-48, Form 1099-VAE-49, Form 1099-VAE-50, Form 1099-VAE-51, Form 1099-VAE-52, Form 1099-VAE-53, Form 1099-VAE-54, Form 1099-VAE-55, Form 1099-VAE-56, Form 1099-VAE-57, Form 1099-VAE-58, Form 1099-VAE-59, Form 1099-VAE-60, Form 1099-VAE-61, Form 1099-VAE-62, Form 1099-VAE-63, Form 1099-VAE-64, Form 1099-VAE-65, Form 1099-VAE-66, Form 1099-VAE-67, Form 1099-VAE-68, Form 1099-VAE-69, Form 1099-VAE-70, Form 1099-VAE-71, Form 1099-VAE-72, Form 1099-VAE-73, Form 1099-VAE-74, Form 1099-VAE-75, Form 1099-VAE-76, Form 1099-VAE-77, Form 1099-VAE-78, Form 1099-VAE-79, Form 1099-VAE-80, Form 1099-VAE-81, Form 1099-VAE-82, Form 1099-VAE-83, Form 1099-VAE-84, Form 1099-VAE-85, Form 1099-VAE-86, Form 1099-VAE-87, Form 1099-VAE-88, Form 1099-VAE-89, Form 1099-VAE-90, Form 1099-VAE-91, Form 1099-VAE-92, Form 1099-VAE-93, Form 1099-VAE-94, Form 1099-VAE-95, Form 1099-VAE-96, Form 1099-VAE-97, Form 1099-VAE-98, Form 1099-VAE-99, Form 1099-VAE-100. Most requests will be processed within 10 business days.

b Account Transcript, which contains information about an account, such as payments made on the account, penalty assessments, and adjustments made by the IRS. Account transcripts are available for most returns. Most requests will be processed within 10 calendar days.

c Record of Account, which is a combination of line item information and later adjustments. 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. Most requests will be processed within 10 business days.

8 Form W-2, Form 1099 series, Form 1098 series, or Form 5408 series transcript. The IRS can provide a transcript that includes data from these information returns. State or local information is not included. Information for the current year will not be available from the IRS until the IRS receives the information from the state or local government. For example, W-2 information for retirement purposes, you can get a copy of the Form W-2, Form 1099, Form 1098, or Form 5408 from the state or local government. For example, W-2 information for retirement purposes, you can get a copy of the Form W-2, Form 1099, Form 1098, or Form 5408 from the state or local government. For example, W-2 information for retirement purposes, you can get a copy of the Form W-2, Form 1099, Form 1098, or Form 5408 from the state or local government.

9 Year or period requested. Enter the ending date of the year or period, using the mm/dd/yyyy format. If you request more than four years or periods, you must attach another Form 4506-T. For requests relating to quarterly tax returns, you must enter each quarter or tax period separately.
12/31/2007 12/31/2006

Place this Info on Line 5.

Place Return Type Here. You May Order Only One of Following: 1040, W2, 1099,

Check Only 1 of These Boxes.

Place Tax Years Requesting. Up to the 4 Past Years Available.

"Record of Account" Will Give the Most Updated Information. In 1-2 Days.

Date Must Not Be Or Appear to be Altered. Valid for 60 Days.

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.

Sign Here	Signature (see instructions) <i>John Q. Smith</i>	Date 4/30/08	Telephone number of taxpayer on line 1a or 2 (555) 555-1234
	Title <i>Jane E. Smith</i>	Date 4/30/08	
	Spouse's signature	Date	

Signature Must Be Readable and By the Taxpayer.