

Disaster

Request for Transcript of Tax Return

Form 4506-T

(September 2018)

Department of the Treasury Internal Revenue Service

- 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-T, visit www.irs.gov/form4506t.

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 "Get a Tax Transcript..." under "Tools" 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.

Form fields for personal information: 1a Name shown on tax return, 1b First social security number, 2a Spouse's name, 2b Second social security number, 3 Current name and address, 4 Previous address, 5a Third party information, 5b Customer file number.

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

Form fields for transcript request: 6 Transcript requested (with sub-options a, b, c), 7 Verification of Nonfiling, 8 Form W-2, Form 1099 series, or Form 5498 series transcript.

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.

Form field 9: Year or period requested. Includes date selection fields for 12 / 31 / 2018 and 12 / 31 / 2017.

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 information requested. If the request applies to a joint return, at least one spouse must sign.

Sign Here section: 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-T. Includes fields for Signature, Date, Title, and Spouse's signature.