

# IRS: HOW TO COMPLETE:

## 4506-C Form



# How to Fill out the 4506-C Form INDIVIDUAL

Form <b>4506-C</b> (September 2020)	Department of the Treasury - Internal Revenue Service <b>IVES Request for Transcript of Tax Return</b>	OMB Number 1545-1872
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▶ 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-C, visit [www.irs.gov](http://www.irs.gov) and search IVES.

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)	
5a. IVES participant name, address, and SOR mailbox ID	TALX Corporation, a provider of Equifax Verification Services, 11432 Lackland Rd, St. Louis, MO 63146 888-749-4411 axl49EVS
5b. Customer file number (if applicable) (see instructions)	

**Caution:** This tax transcript is being sent to the third party entered on Line 5a. Ensure that lines 5 through 8 are completed before signing. (see instructions)

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

a. <b>Return Transcript</b> , 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 1120-A, Form 1120-H, Form 1120-L, and Form 1120S. Return transcripts are available for the current year and returns processed during the prior 3 processing years	<input type="checkbox"/>
b. <b>Account Transcript</b> , 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	<input type="checkbox"/>
c. <b>Record of Account</b> , which provides the most detailed information as it is a combination of the Return Transcript and the Account Transcript. Available for current year and 3 prior tax years	<input type="checkbox"/>

7. **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 2016, filed in 2017, will likely not be available from the IRS until 2018. If you need W-2 information for retirement purposes, you should contact the Social Security Administration at 1-800-772-1213

**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.

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

**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 request this tax information requested. If the request applies to a joint return, at least one spouse must sign. If signed by a corporate officer, 1 partner, shareholder, partner, managing member, guardian, tax matters partner, executor, receiver, administrator, trustee, or party other than the taxpayer, you must also certify that I have the authority to execute Form 4506-C on behalf of the taxpayer. **Note:** This form must be received by IRS within 120 days of the date of the request.

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-C. See instructions.

Signature (see instructions)	Date	Phone number of taxpayer on line 1a or 2a
Print/Type name		
<b>Sign Here</b>		
Title (if line 1a above is a corporation, partnership, estate, or trust)		
Spouse's signature	Date	
Print/Type name		

Taxpayer's Name

Taxpayer's SSN

Current Address

Previous Address

Line 5a – MUST have information as shown here:

Line 5b – Leave Blank

Enter Form Type – 1040, W-2 or 1099

Check box if requesting 1040

Check box if requesting W-2 or 1099

Enter Years Requested

Check Attestation Box

Date within 120 days

Signature & Print Name

Phone number

# How to Fill out the 4506-C Form BUSINESS

Form <b>4506-C</b> (September 2020)	Department of the Treasury - Internal Revenue Service <b>IVES Request for Transcript of Tax Return</b>	OMB Number 1545-1872
<p>▶ 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-C, visit <a href="http://www.irs.gov">www.irs.gov</a> and search IVES.</p>		
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)		
5a. IVES participant name, address, and SOR mailbox ID	TALX Corporation, a provider of Equifax Verification Services, 11432 Lackland Rd, St. Louis, MO 63146 888-749-4411 axl49EVS	
5b. Customer file number (if applicable) (see instructions)		
<b>Caution:</b> This tax transcript is being sent to the third party entered on Line 5a. Ensure that lines 5 through 8 are completed before signing. (see instructions)		
6. <b>Transcript requested.</b> Enter the tax form number here (1040, 1065, 1120, etc.) and check the appropriate box below. Enter only one tax form number per request		
a. <b>Return Transcript</b> , 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 1120-A, Form 1120-H, Form 1120-L, and Form 1120S. Return transcripts are available for the current year and returns processed during the prior 3 processing years <input type="checkbox"/>		
b. <b>Account Transcript</b> , 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 <input type="checkbox"/>		
c. <b>Record of Account</b> , which provides the most detailed information as it is a combination of the Return Transcript and the Account Transcript. Available for current year and 3 prior tax years <input type="checkbox"/>		
7. <b>Form W-2, Form 1099 series, Form 1098 series, or Form 5498 series transcript.</b> 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 2016, filed in 2017, will likely not be available from the IRS until 2018. If you need W-2 information for retirement purposes, you should contact the Social Security Administration at 1-800-772-1213 <input type="checkbox"/>		
<b>Caution:</b> 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.		
8. Year or period requested. Enter the ending date of the tax year or period using the mm/dd/yyyy format (see instructions)		
<b>Caution:</b> Do not sign this form unless all applicable lines have been completed.		
<b>Signature of taxpayer(s).</b> I declare that I am either the taxpayer whose name is shown on line 1a or 2a, or a person authorized to request this tax information requested. If the request applies to a joint return, at least one spouse must sign. If signed by a corporate officer, 1 partner, shareholder, partner, managing member, guardian, tax matters partner, executor, receiver, administrator, trustee, or party other than the taxpayer, you must sign as the authority that I have the authority to execute Form 4506-C on behalf of the taxpayer. <b>Note:</b> This form must be received by IRS within 120 days of the date.		
<input type="checkbox"/> 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-C. See instructions.		
Signature (see instructions)	Date	Phone number of taxpayer on line 1a or 2a
Print/Type name		
Title (if line 1a above is a corporation, partnership, estate, or trust)		
Spouse's signature	Date	
Print/Type name		

Business Name

Current Address

Line 5a – MUST have information as shown here:

Enter Form Type – 1065 or 1120

Enter Years Requested

Check Attestation Box

Signature & Print Name

Business Requires a Title

if a business transcript, TIN, or EIN

Previous Address

Line 5b – Leave Blank

Check corresponding box

Date within 120 days

Phone number

# Line 5a Information

- *Line 5A: IVES participant name, address and SOR mailbox ID*
  - **Talx Corporation, a provider of Equifax Verification Services,  
11432 Lackland Road, St. Louis, MO 63146      axl49EVS**

# Acceptable Business Titles

- **Corporations**

- 1120 / 1120S/ 990 / 941
  - Chief Officers (ie: CEO, CFO, COO, etc)
  - Controller
  - Managing Member
  - President
  - Secretary
  - Shareholder
  - Treasurer/Assistant Treasurer
  - Vice-President

- **Partnerships**

- 1065 / 1065 LP or LLP
  - Limited Partner
  - Partner

- **Estates and Trusts**

- 1041
  - Administrator
  - Beneficiary
  - Executor
  - Heir at Law
  - Next of Kin
  - Personal Representative
  - Trustee

# Report Descriptions

Form Type	Description	How to Complete the 4506T	Select Form Type:
1040	For personal tax transcripts.	<ul style="list-style-type: none"> <li>• 1040 printed on line 6</li> <li>• Box 6a checked.</li> </ul>	1040
1040 Record of Account	Combined line item information, record of taxes owed , and any amendments made to the original return. The form will also list financial status of the account and include the original tax return.	<ul style="list-style-type: none"> <li>•1040 ROA printed on line 6.</li> <li>•Box 6c checked.</li> </ul>	1040
1040 Account Transcript	Verify the financial status of an account, such as payments, penalties and adjustments made by the taxpayer or the IRS after a return was filed. Return information is limited to items such as tax liability and estimated tax payments.	<ul style="list-style-type: none"> <li>•1040 AT printed on line 6.</li> <li>•Box 6b checked.</li> </ul>	1040
1041 1041Account Transcript		<ul style="list-style-type: none"> <li>•1041 or 1041AT request printed on line 6</li> <li>•Box 6B checked</li> </ul>	
W2	Information on employer reported earnings and withholding data.	<ul style="list-style-type: none"> <li>•W2 printed on line 6.</li> <li>•Box 7 checked.</li> </ul>	W2
1099	Payments made to an individual or company for services provided.	<ul style="list-style-type: none"> <li>•1099 printed on line 6.</li> <li>•Box 7 checked.</li> </ul>	1099
1065	For corporate or business tax transcripts.	<ul style="list-style-type: none"> <li>•1065 request printed on line 6.</li> <li>•Box 6a checked.</li> <li>•Title must include one of the following:</li> <li>•Member, Manager, Partner, and Member-Manager</li> </ul>	1065
1065 Account Transcript	Combined line item information, record of taxes owed , and any amendments made to the original return. The form will also list financial status of the account and include the original tax return.	<ul style="list-style-type: none"> <li>•1065 request printed on line 6.</li> <li>•Box 6b checked.</li> <li>•Title must include one of the following:</li> <li>•Member, Manager, Partner, and Member-Manager</li> </ul>	1065
1065 Record of Account	Verify the financial status of an account, such as payments, penalties and adjustments made by the taxpayer or the IRS after a return was filed. Return information is limited to items such as tax liability and estimated tax payments.	<ul style="list-style-type: none"> <li>•1065 request printed on line 6.</li> <li>•Box 6c checked.</li> <li>•Title must include one of the following:</li> <li>•Member, Manager, Partner, and Member-Manager</li> </ul>	1065



Form Type	Description	How to Complete the 4506T	Select Form Type:
1120 1120S	For corporate, S corporation, or business tax transcripts.	<ul style="list-style-type: none"> <li>•1120 request printed on line 6.</li> <li>•Box 6a checked.</li> <li>•Title must include one of the following: President, Vice President, CEO, CFO, COO, CAO, Treasurer, Assistant Treasurer, Secretary, Any other corporate officer authorized to sign.</li> </ul>	1120
1120 Account Transcript	Combined line item information, record of taxes owed , and any amendments made to the original return. The form will also list financial status of the account and include the original tax return.	<ul style="list-style-type: none"> <li>•1120 request printed on line 6.</li> <li>•Box 6b checked.</li> <li>•Title must include one of the following: President, Vice President, CEO, CFO, COO, CAO, Treasurer, Assistant Treasurer, Secretary, Any other corporate officer authorized to sign.</li> </ul>	1120
1120 Record of Account	Verify the financial status of an account, such as payments, penalties and adjustments made by the taxpayer or the IRS after a return was filed. Return information is limited to items such as tax liability and estimated tax payments.	<ul style="list-style-type: none"> <li>•1120 request printed on line 6.</li> <li>•Box 6c checked.</li> <li>•Title must include one of the following: President, Vice President, CEO, CFO, COO, CAO, Treasurer, Assistant Treasurer, Secretary, Any other corporate officer authorized to sign.</li> </ul>	1120
940 or 941	IRS Form 941 reports federal income tax withholding and Federal Insurance (FICA) taxes, and it is filed every quarter. So, the key difference between Form 940 and 941 is that Form 940 reports FUTA tax, which is paid entirely by the employer, whereas Form 941 reports withholding and shared taxes that are split between the employee and employer.	<ul style="list-style-type: none"> <li>•940 or 941 printed on line 6</li> <li>•Box 6b checked</li> </ul>	940/941
990	For corporate or business tax transcripts.	<ul style="list-style-type: none"> <li>•990 printed on line 6</li> <li>•Box 6a checked</li> </ul>	990
990 Account Transcript	Combined line item information, record of taxes owed , and any amendments made to the original return. The form will also list financial status of the account and include the original tax return.	<ul style="list-style-type: none"> <li>•990AT printed on line 6</li> <li>•Box 6b checked</li> </ul>	990
990 Record of Account	Verify the financial status of an account, such as payments, penalties and adjustments made by the taxpayer or the IRS after a return was filed. Return information is limited to items such as tax liability and estimated tax payments.	<ul style="list-style-type: none"> <li>•990ROA printed on line 6</li> <li>•Box 6c checked</li> </ul>	990