

If you want your tax account information sent to a third party, complete **Form 8821**, Tax Account Authorization. You may get this form by phone (call 1-800-829-3676) or on the Internet (at <http://www.irs.ustreas.gov>).

**Line 1b.** Enter your employer identification number (EIN) **only** if you are requesting a copy of a **business** tax form. Otherwise, enter the first social security number (SSN) shown on the tax form.

**Line 2b.** If requesting a copy or transcript of a joint tax form, enter the second SSN shown on the tax form.

**Note:** If you do not complete line 1b and, if applicable, line 2b, there may be a delay in processing your request.

**Line 5.** If you have want someone else to receive the tax form or tax return transcript (such as a CPA, an enrolled agent, a scholarship board, or a mortgage lender), enter the name and address of the individual. If we cannot find a record of your tax form, we will notify the third party directly that we cannot fill the request.

**Line 7.** Enter the name of the client, student, or applicant if it is different from the name shown on line 1a. For example, the name on line 1a may be the parent or a student applying for financial aid. In this case, you would enter the student's name on line 7 so the scholarship board can associate the tax form or tax return transcript with their file.

**Line 8a.** If you want a tax return transcript, check this box. Also, on line 10 enter the tax period for which you want the transcript.

A tax return transcript is available only for returns in the 1040 series (Form 1040, Form 1040A, Form 1040EZ, etc.). It shows most line items from the original return, including accompanying forms and schedules. In many cases, a transcript will meet the requirement of any lending institution such as a financial institution, the Department of Education, or the Small Business Administration. It may also be used to verify that you did not claim any itemized deductions for a residence.

**Note:** A tax return transcript **does not** reflect any changes you or the IRS made to the original return. If you want a statement of your tax account with the changes, see **Tax Account Information** on page 1.

**Line 8b.** Check this box only if you want proof from the IRS that you did not file a return for the year. Also, on line 11 enter the tax period for which you want verification of nonfiling.

**Line 8c.** If you want only Form(s) W-2 information, check this box. Also, on line 10 enter "Forms(s) W-2 only" and on line 11 enter the tax period for which you want the information.

You may receive a copy of your actual Form W-2 or a transcript of the information, depending on how your employer filed the form. However, state withholding information is not shown on a transcript. If you have filed your tax return for the year the wages were earned, you can get a copy of the actual Form W-2 by requesting a complete copy of your return and paying the required fee. Contact your employer if you have lost your current year's Form W-2 or have not received it by the time you are ready to prepare your tax return.

**Note:** If you are requesting information about your spouse's Form W-2, your spouse must sign Form 4506

**Line 8d.** If you want a certified copy of a tax form for court or administrative proceedings, check the box to the right of line 8d. It will take at least 60 days to process your request

**Line 11.** Enter the year(s) of the tax form or tax return transcript you want. For fiscal-year filers or requests for quarterly tax forms, enter the date the period ended; for example, 3/31/96, 6/30/96, etc. If you need more than four different tax periods, use additional Form 4506. Tax forms filed 6 or more years ago may not be available for making copies. However, tax account information is generally still available for these periods.

**Line 12c.** Write your SSN or EIN and "Form 4506 Request" on your check or money order. If we cannot fill your request, we will refund your payment.

**Signature.** Requests for copies of tax forms or tax return transcripts to be sent to a third party must be signed by the person whose name is shown on line 1a or by a person authorized to receive the requested information.

Copies of tax forms or tax return transcripts for a jointly filed tax return may be furnished to either the husband or the wife. Only one signature is required. However, see the line 8c instructions. Sign Form 4506 exactly as your name appeared on the original tax form. If you changed your name, **also** sign your current name.

For a corporation, the signature of the president of the corporation, or any principal officer and another officer are generally required. For more details on who may obtain tax information on corporations, partnerships, estates, and trusts, see Internal Revenue Code Section 6103.

If you are **not** the taxpayer shown on line 1a, you must attach your authorization to receive a copy of the requested tax form or tax return transcript.

You may **attach a copy of the authorization document** if the original has already been filed with the IRS. This will generally be a **power of attorney** (Form 2848), or **other authorization** such as Form 8821, evidence of entitlement (for Title 11 Bankruptcy or Receivership Proceedings). If the taxpayer is deceased, you must send Letters Testamentary or other evidence to establish that you are authorized to act for the taxpayer's estate.

**Where to File.** Mail Form 4506 with the correct total payment attached to the **Internal Revenue Service Center** for the place where you lived when the requested tax form was filed.

**Note:** You must use a separate form for each service center from which you are requesting a copy of your tax form or tax return transcript.

**If you lived in: Use this address:**

New Jersey, New York, (New York City and counties of Nassau Rockland, Suffolk, and Westchester)

1040 Waverly Ave.  
Photocopy Unit  
Stop 532  
Holtsville, NY 11742

New York (all other counties), Connecticut Maine, Massachusetts, New Hampshire, Rhode Island, Vermont

310 Lowell St.  
Photocopy Unit  
Stop 679  
Andover, MA 01810

Florida, Georgia, South Carolina

4800 Buford Hwy.  
Photocopy Unit  
Stop 91  
Doraville, GA 30362

Indiana, Kentucky, Michigan, Ohio, West Virginia

P.O. Box 14550  
Photocopy Unit  
Stop 521  
Cincinnati, OH 45250

Kansas, New Mexico, Oklahoma, Texas

3651 South Interregional Hwy.  
Photocopy Unit  
Stop 6716  
Austin, TX 73301

Alaska, Arizona, California (counties of Alpine, Amador, Butte Calaveras, Colusa, Contra Costa, Del Norte, El Dorado, Glenn, Humboldt, Lake, Lassen, Marin, Mendocino, Modoc, Napa, Nevada, Placer, Plumas, Sacramento, San Joaquin, Shasta, Sierra, Siskiyou, Solano, Sonoma, Sutter, Tehama, Trinity, Yolo, and Yuba), Colorado, Idaho, Montana, Nebraska, Nevada, North Dakota, Oregon, South Dakota, Utah, Washington, Wyoming

P.O. Box 9941  
Photocopy Unit  
Mail Stop 6734  
Ogden, UT 84409

California (all other counties), Hawaii

5045 E. Butler Avenue  
Photocopy Unit  
Stop 52180  
Fresno, CA 93888

Illinois, Iowa, Minnesota, Missouri, Wisconsin

2306 E. Bannister Rd.  
Photocopy Unit  
Stop 6700, Annex 1  
Kansas City, MO

Alabama, Arkansas, Louisiana, Mississippi, North Carolina, Tennessee

P.O. Box 30309  
Photocopy Unit  
Stop 46  
Memphis, TN 38130

Delaware, District of Columbia, Maryland, Pennsylvania, Virginia, a Foreign country, or has an A.P.O. or F.P.O. address

11601 Roosevelt Blvd.  
Photocopy Unit  
DP 536  
Philadelphia, PA

**Privacy Act and Paperwork Reduction Act Notice.** We ask for the information on this

form to establish your right to gain access to your tax form or transcript under the Internal Revenue Code, including sections 6103 and 6109. We need it to gain access to your tax form or transcript in our files and properly respond to your request. If you do not furnish the information, we may not be able to fill your request. We may give the information to the Department of Justice or other appropriate law enforcement official, as provided by law.

You are not required to provide the information requested on a form that is subject to the Paperwork Reduction Act unless the form displays a valid OMB control number. Books or records relating to a form or its instructions must be retained as long as their contents may become material in the administration of any Internal Revenue law. Generally, tax returns and return information are confidential, as required by section 6103.

The time needed to complete and file this form will vary depending on individual circumstances.

The estimated average time is: **Recordkeeping**, 13 min.; **Learning about the law or the form**, 7 min.; **Preparing the form**, 26 min.; and **Copying, assembling, and sending the form to the IRS**, 17 min.

If you have comments concerning the accuracy of these time estimates or suggestions for making this form simpler, we would be happy to hear from you. You can write to the Tax Forms Committee, Western Area Distribution Center, Ranch Cordova CA 95743-0001. **DO NOT** send the form to this address. Instead, see **Where To File** on this page.