

# IRSLink

Tax Return Verification through the IRS

## Business Tax Transcripts — How to Complete a form 4506-T

To receive an IRS tax transcript, the 4506-T form will need to be completed and signed. All of the required fields are highlighted below with gray arrows. Please make sure that your writing on the form is large and legible so that we can expedite your request.

<b>Form 4506-T</b> (Rev. January 2010) Department of the Treasury Internal Revenue Service		<b>Request for Transcript of Tax Return</b> ▶ Request may be rejected if the form is incomplete or illegible.		OMB No. 1545-1872
<p><b>Tip.</b> 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.</p>				
<b>1a</b> Name shown on tax return. If a joint return, enter the name shown first.		<b>1b</b> First social security number on tax return or employer identification number (see instructions)		
<b>2a</b> If a joint return, enter spouse's name shown on tax return.		<b>2b</b> Second social security number if joint tax return		
<b>3</b> Current name, address (including apt., room, or suite no.), city, state, and ZIP code				
<b>4</b> Previous address shown on the last return filed if different from line 3				
<b>5</b> 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.				
<b>IRSLink - 802 Abbey Court, Alpharetta, Georgia 30004</b>				
<p><b>Caution.</b> If the transcript is being mailed to a third party, ensure that you have filled in line 6 and line 9 before signing. Sign and date the form once you have filled in these lines. Completing these steps helps to protect your privacy.</p>				
<b>6</b> Tax form number requested. Enter the tax form number here (1040, 1065, 1120, etc.) and check the appropriate box below. Enter only one tax form number.				
<b>7</b> <input type="checkbox"/> <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 1120A, Form 1120H, Form 1120L, and Form 1120S. Return transcripts are available for the current year and returns processed during the prior 3 processing years. Most requests will be processed within 10 business days.		<input type="checkbox"/> <b>Check this Box</b>		
<b>b</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. Most requests will be processed within 30 calendar days.		<input type="checkbox"/>		
<b>c</b> <b>Record of Account</b> , which is a combination of line item information and later adjustments to the account. Available for current year and 3 prior tax years. Most requests will be processed within 30 calendar days.		<input type="checkbox"/>		
<b>7</b> <b>Verification of Nonfiling</b> , which is proof from the IRS that you did not file a return for the year. Current year requests are only available after June 15th. There are no availability restrictions on prior year requests. Most requests will be processed within 10 business days.		<input type="checkbox"/>		
<b>8</b> <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 2007, filed in 2008, will not be available from the IRS until 2009. If you need W-2 information for retirement purposes, you should contact the Social Security Administration at 1-800-772-1213. Most requests will be processed within 45 days.		<input type="checkbox"/>		
<p><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.</p>				
<b>9</b> <b>Year or period requested.</b> Enter the ending date of the year or period, using the mm/dd/yyyy format. If you are requesting more than four years or periods, you must attach another Form 4506-T. For requests relating to quarterly tax returns, such as Form 941, you must enter each quarter or tax period separately.				
<p><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 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. <b>Note.</b> For transcripts being sent to a third party, this form must be received within 120 days of signature date.</p>				
<b>Signature</b>		<b>Date Within 60 Days</b>		
Signature (see instructions)		Date		
<b>Title</b>		Title (if line 1a above is a corporation, partnership, estate, or trust)		
Spouse's signature		Date		
For Privacy Act and Paperwork Reduction Act Notice, see page 2.				

Business Name

Business FEIN

Current Address

Previous Address

Form Type - 1065 or 1120

Fiscal Years Requested

Signature

Title



RecruitScreen, LLC  
 802 Abbey Court  
 Alpharetta, GA 30004  
 Phone: (678) 393-1988  
 Fax: (678) 393-1908

info@recruitscreen.com  
 www.recruitscreen.com

If you have an questions, please call (678) 393-1988.  
 Our staff are available Monday through Friday from 8am to 6pm Eastern time to Assist you.