

Form **4506-T**
(November 2021)
Department of the Treasury
Internal Revenue Service



Request for Transcript of Tax Return

Signature and date

Future Developments

For information, the IRS is currently reviewing the proposed changes to the instructions for Form 4506-T.

Please see Chart for individual transcripts or Chart for all other transcripts.

What's New: The IRS has updated the instructions for Form 4506-T for 2019. The instructions have been revised to reflect the changes to the form.

General Instructions

Caution: Do not use Form 4506-T to request a transcript of a return that is not your own.

Purpose of form: Use Form 4506-T to request a transcript of a return, including a return that is not your own.

Note: If you are requesting a transcript of a return that is not your own, you must provide the name of the person whose return you are requesting.

Customer File Number: The customer file number is the number that the IRS uses to identify your account.

Automated transcript request: You can request a transcript of a return electronically through the IRS website.

Tip: Use Form 4506-R to request a transcript of a return for a business.

Automated transcript request: You can request a transcript of a return electronically through the IRS website.

Where to file: Mail Form 4506-T to the IRS at the address below.

Line 1b: Enter the EIN of the entity that is requesting the transcript.

Line 3: Enter the name of the person whose return you are requesting.

Line 4: Enter the address of the person whose return you are requesting.

Note: If you are requesting a transcript of a return that is not your own, you must provide the name of the person whose return you are requesting.

Line 5: Enter the date you are requesting the transcript.

Note: If you are requesting a transcript of a return that is not your own, you must provide the name of the person whose return you are requesting.

Line 6: Signature and date of the person requesting the transcript.

Yours truly, [Signature]



Individual: Taxpayer's name and identification number.

Signature and date: Taxpayer's signature and date.

Part 1: Information about the taxpayer.

Part 2: Information about the return.

Part 3: Information about the transcript.

Note: If you are requesting a transcript of a return that is not your own, you must provide the name of the person whose return you are requesting.

Documentation: Information about the documentation required for the transcript.

Signature by a representative: Signature and date of the representative.

Privacy Act and Paperwork Reduction Act Notice: Notice of the agency's collection of information.

Line 1: Enter the EIN of the entity that is requesting the transcript.

Line 2: Enter the name of the person whose return you are requesting.

Line 3: Enter the address of the person whose return you are requesting.

Line 4: Enter the date you are requesting the transcript.

Line 5: Enter the name of the person whose return you are requesting.

Line 6: Enter the address of the person whose return you are requesting.

Line 7: Enter the date you are requesting the transcript.

Line 8: Enter the name of the person whose return you are requesting.

Line 9: Enter the address of the person whose return you are requesting.

Line 10: Enter the date you are requesting the transcript.

Line 11: Enter the name of the person whose return you are requesting.

Line 12: Enter the address of the person whose return you are requesting.

Line 13: Enter the date you are requesting the transcript.

Line 14: Enter the name of the person whose return you are requesting.

Line 15: Enter the address of the person whose return you are requesting.

Chart for individual transcripts (Form 1040 series and Form W-2 and Form 1099)

If you filed an individual return and lived in: Mail or fax to:

Alabama: RAIVS TAM, 6716 AUSC, A TX 73301

Arizona: RAIVS TAM, 6705 S-2, MO 64999

California: RAIVS TAM, 6705 S-2, MO 64999

Florida: RAIVS TAM, 6705 S-2, MO 64999

Illinois: RAIVS TAM, 6705 S-2, MO 64999

Indiana: RAIVS TAM, 6705 S-2, MO 64999

Iowa: RAIVS TAM, 6705 S-2, MO 64999

Kansas: RAIVS TAM, 6705 S-2, MO 64999

Kentucky: RAIVS TAM, 6705 S-2, MO 64999

Louisiana: RAIVS TAM, 6705 S-2, MO 64999

Maine: RAIVS TAM, 6705 S-2, MO 64999