

Instructions for Requesting Business Transcripts

Line 1a & 1b
Put the name of the corporation or partnership on line 1a. On line 1b please put the employer identification number.

Line 3
This address must be the address of the business - not the address of the person signing the form.

Line 4
If any other address was used to file for the years being requested, list it here.
NOTE: Only one address can be listed per line. For additional addresses, a separate 4506-T must be completed.

Signature Line
A dated signature is required.
Signature must be of someone authorized to sign for the company.

Signer's title must be listed on the title line.
For an 1120, any authorized officer of the corporation may sign. For a 1065, it must be a Member Manager.
Only one officer needs to sign and date this form.

Form **4506-T** Request for Transcript of Tax Return
 (Rev. January 2012) Department of the Treasury Internal Revenue Service
 OMB No. 1545-1872
 ▶ Request may be rejected if the form is incomplete or illegible.

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 "Order a Transcript" 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.

1a Name shown on tax return. If a joint return, enter the name shown first. The Widgets Company	1b First social security number on tax return, individual taxpayer identification number, or employer identification number (see instructions) 00-0000000
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) 123 Main St. New York, NY 12345	
4 Previous address shown on the last return filed if different from line 3 (see instructions) 456 Side St. New York, NY 12345	
5 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.	

Lines 2a & 2b
Line 2 should be left blank.

Line 5
This information must appear in its entirety on this line.

Advanced Data, LLC 212 E. Hartford St. Milford, PA 18337 (800) 537-0458 Participant #0000301548 Mailbox: AJADVANCED

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. Once the IRS discloses your IRS transcript to the third party listed on line 5, the IRS has no control over what the third party does with the information. If you would like to limit the third party's authority to disclose your transcript information, you can specify this limitation in your written agreement with the third party.

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. ▶ **1120**

a Return Transcript, 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

b Account Transcript, 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

c Record of Account, 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. Most requests will be processed within 30 calendar days

7 Verification of Nonfiling, 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

8 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 2010, filed in 2011, will not be available from the IRS until 2012. 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

Line 6
To request a return for a corporation, put 1120 on Line 6. For a return for a partnership, write 1065.

Business transcripts must be requested separately from an individual's personal tax transcripts.

Boxes 6a, 6b, and 6c are generally the only boxes that should be checked for business transcript orders.

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.

9 Year or period requested. 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. **09/30/2012** **09/30/2013**

Check this box if you have notified the IRS or the IRS has notified you that one of the years for which you are requesting a transcript involved **identity theft** on your federal tax return

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, 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. **Note.** For transcripts being sent to a third party, this form must be received within 120 days of the signature date.

Signature (see instructions) **John Doe** Date **5/3/14** Phone number of taxpayer on line 1a or 2a **(555) 555-5555**

Sign Here
Chief Executive Officer
 Title (if line 1a above is a corporation, partnership, estate, or trust)

Spouse's signature _____ Date _____

Line 9
Please use the specific end of fiscal year dates for the company requested.

For Privacy Act and Paperwork Reduction Act Notice, see page 2. Cat. No. 37667N Form **4506-T** (Rev. 1-2012)

IMPORTANT
The IRS will not accept any edits or modifications. Any changes including white out, cross-outs, scribbling, initialed changes etc., will most likely result in a rejected form.