Instructions for completing the 4506-T

- Complete the highlighted portions of the attached 4506-T
  - *The person who didn’t file taxes for 2017 is the one that needs to complete this form*
  - Note: Some of the highlighted portions of the form have been completed for your convenience

- Mail or FAX completed form to the following
  - **MAIL to:** Internal Revenue Service
    RAIVS Team
    Stop 37106
    Fresno, CA 93888
  - **FAX to:** 855-800-8105

- Wait for the response from the IRS via mail.

- Send the document(s) you receive from the IRS to SCTCC’s Financial Services Office:
  - SCTCC Financial Services
    1540 Northway Drive
    St Cloud, MN 56303
  - Please ensure that your Tech ID / Star ID is listed somewhere on the forms that you send

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This process to receive a response from the IRS can take up to a month (based on prior experience). If you have been waiting longer than a month, or need the information sooner, you can make an appointment to meet with the IRS and get the information from them directly. Call 844-545-5640 to make the appointment. Once there, you will need to request both of the following forms:

- Non-Filing Certification for 2017
- 2017 Wage and Income Statement (W2s)
<table>
<thead>
<tr>
<th>Section</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1a</td>
<td>Name shown on tax return. If a joint return, enter the name shown first.</td>
</tr>
<tr>
<td>1b</td>
<td>First social security number on tax return, individual taxpayer identification number, or employer identification number (see instructions)</td>
</tr>
<tr>
<td>2a</td>
<td>If a joint return, enter spouse's name shown on tax return.</td>
</tr>
<tr>
<td>2b</td>
<td>Second social security number or individual taxpayer identification number if joint tax return</td>
</tr>
<tr>
<td>3</td>
<td>Current name, address (including apt., room, or suite no.), city, state, and ZIP code (see instructions)</td>
</tr>
<tr>
<td>4</td>
<td>Previous address shown on the last return filed if different from line 3 (see instructions)</td>
</tr>
<tr>
<td>5</td>
<td>Customer file number (if applicable) (see instructions)</td>
</tr>
</tbody>
</table>

Note: Effective July 2019, the IRS will mail tax transcript requests only to your address of record. See What's New under Future Developments on Page 2 for additional information.

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 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 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. 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, penalties and 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 10 business 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 10 business 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 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. Most requests will be processed within 10 business days.

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.

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, at least one spouse must sign. If signed by a corporate officer, 1 percent or more shareholder, partner, managing member, 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: This form must be received by IRS within 120 days of the signature date.

Signature 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-T. See instructions.

Signature [see instructions] Date

Sign Here

Title (if line 1a above is a corporation, partnership, estate, or trust)

Spouse's signature Date

Phone number of taxpayer on line 1a or 2a

For Privacy Act and Paperwork Reduction Act Notice, see page 2.
Chart for all other transcripts

If you lived in or your business was in:

Mail or fax to:

<table>
<thead>
<tr>
<th>State</th>
<th>Address</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alabama, Alabama, Arizona, Arkansas, California</td>
<td>Internal Revenue Service RAIVS Team, P.O. Box 9941, Mail Stop 6734, Ogden, UT 84409</td>
<td>855-298-1145</td>
</tr>
<tr>
<td>Maine, Massachusetts, New Hampshire, New York, Pennsylvania, Vermont</td>
<td>Internal Revenue Service RAIVS Team, Stop 6705 S-2, Kansas City, MO 64999</td>
<td>855-821-0094</td>
</tr>
</tbody>
</table>

1. Enter your employer identification number (EIN) if your request relates to a business return. Otherwise, enter the first social security number (SSN) or your individual taxpayer identification number (SSN) that is shown on the return. For example, if you are requesting Form 1040 that includes Schedule C (Form 1040), enter your SSN.

2. Enter the address on the last return filed if different from the address entered on line 3.

3. If the addresses on lines 3 and 4 are different and you have not changed your address with the IRS. For example, address file 8827, Change of Address. For a business address, file Form 8827-B, Change of Address or Responsible Party — Business.

5. Enter up to 10 numeric characters to create a unique customer file number that will appear on the transcript. The customer file number should not contain an SSN.

6. Enter only one tax form number per request. Signature and date Form 4506-T must be signed and dated by the taxpayer or a person authorized to sign the return. The IRS must receive Form 4506-T within 120 days of the date signed by the taxpayer or it will be rejected. Ensure that all applicable lines are completed before signing.

You must check the box in the signature area to acknowledge you have the authority to sign and request the information. The form will not be processed until you sign the box unchecked.

Individuals: Transcripts of jointly filed tax returns may be furnished to either spouse. Only one signature is required. Signature Form 4506-T exactly as your name appeared on the original return. If you changed your name, also sign your current name.

Corporations. Generally, Form 4506-T can be signed by:

1. An officer having legal authority to bind the corporation, or
2. Any person designated by the board of directors or other governing body, or
3. Any officer or employee on written request by any principal officer and attested to by the secretary or other officer. A bona fide shareholder of record owning more than 5 percent of the outstanding stock of the corporation may submit a Form 4506-T but must provide documentation to support the requester's right to receive the information.

Partnerships. Generally, Form 4506-T can be signed by any partner who was a member of the partnership during any part of the tax period requested on line 9. All others. See section 6103(f) if the taxpayer has died, is insolvent, is a dissolved corporation, or if a trustee, guardian, executor, receiver, or administrator is acting for the taxpayer. Notice. If you are heir at law, Next of Kin, or Beneficiary you must be able to establish a material interest in the estate or trust.

Documentation. For entities other than individuals, you must attach the appropriate document. For example, this could be the letter from the principal officer authorizing an employee of the corporation or the letters testamentary authorizing an individual to act for an estate.

Signature by a representative. A representative can sign Form 4506-T for a taxpayer only if the taxpayer has specifically delegated this authority to the representative on Form 2848, line 5. The representative must attach Form 2848 showing the delegation to Form 4506-T.

Privacy Act and Paperwork Reduction Act Notice. We ask for the information on this form to establish your right to gain access to the requested tax information under the Internal Revenue Code. We need this information to correctly identify the tax information and request your request. You are not required to request any transcript if you do not request a transcript, section 6103 and 6109 and their regulations require you to provide this information, including your SSN or EIN. If you do not provide this information, we may not be able to process your request. Providing false or fraudulent information may subject you to penalties.

Routine uses of this information include giving it to the Department of Justice for civil and criminal litigation, and cities, states, the District of Columbia, and U.S. commonwealths and possessions for use in administering their tax laws. We may also disclose this information to other countries under a tax treaty, to federal and state agencies to enforce federal narcotics criminal laws, or to federal law enforcement and intelligence agencies to combat terrorism. 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 Form 4506-T will vary depending on individual circumstances. The estimated average time to: Learning about the law or the form, 10 min; Preparing the form, 12 min.; and Copying, assembling, and sending the form to the IRS, 20 min. If you have comments concerning the accuracy of these time estimates or suggestions for making Form 4506-T simpler, we would be happy to hear from you. You can write to:

Internal Revenue Service
Tax Form and Publications Division
1111 Constitution Ave, NW, IR-6525
Washington, DC 20224

Do not send the form to this address. Instead, see Where to file on this page.