Instructions for completing the 4506-T

- Complete the highlighted portions of the attached 4506-T
  - *The person who didn't file taxes for 2019 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

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 2019
  - 2019 Wage and Income Statement (W2s)
Request for Transcript of Tax Return

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 “Get a Transcript...” under “Tools” or call 1-800-802-8848. 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.
1b First social security number on tax return, individual taxpayer identification number, or employer identification number (see instructions)

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)

4 Previous address shown on the last return filed if different from line 3 (see instructions)

5 Customer file number (if applicable) (see instructions)

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 1227-2A, Form 1227-2H, Form 1227-2L, and Form 1227S. 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 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 5488 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 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.

☐ Signatory 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.

Cat. No. 37667N Form 4506-T (Rev. 3-2021)
Future Developments

For the latest information about Form 4506-T and its instructions, go to www.irs.gov/form4506T. Information about any recent developments affecting Form 4506-T (such as legislation enacted after the release) will be posted on that page.

The filing location for the Form 4506-T has changed. Please see Chart for individual transcriptions or Chart for all other transcriptions for the correct mailing location.

What's New. As part of its ongoing efforts to protect taxpayer data, the Internal Revenue Service announced that in July 2019, it will stop all third-party mailings of requested transcripts. After this data masked “Tax Transcripts” will only be mailed to the taxpayer by request.

If a third-party is unable to accept a Tax Transcript mailed to the taxpayer, they may either contract with an existing IVEs participant or become an IVEs participant themselves. For additional information about the IVEs program, go to www.irs.gov and search IVEs.

General Instructions

Cautions: Do not sign this form unless all applicable lines have been completed.

Purpose of form. Use Form 4506-T to request tax return information. Taxpayers using a tax year beginning in one calendar year will usually file a return for the following year (fiscal year) and must file Form 4506-T to request a return transcript in line 2 of the form. The form must be signed under “(Code)” and line 1 by the individual to whom tax return information is being requested.

Signature by a representative. A representative can sign Form 4506-T for a taxpayer if the taxpayer has specifically designated the representative to the Internal Revenue Service (I.R.S.) by filing Form 8821, Power of Attorney and Declaration of Representative. The taxpayer must provide a written, signed, and dated authorization to the representative to sign the form. If a taxpayer requests an information return for a fiscal year, the power of attorney form must be filed with the I.R.S. on or before the last day of the fiscal year.

Privacy Act and Paperwork Reduction Act Notice. The I.R.S. requests the information on Form 4506-T to provide taxpayers with access to information about their account or a tax return. The I.R.S. will use this information to determine if you are owed a refund and to process any refunds due. The I.R.S. may disclose this information to third parties in accordance with the I.R.S.'s privacy policies and applicable laws.

Other uses of this information include: providing the information to any other agency, court, or taxing authority that the I.R.S. determines has a legitimate need for the information; using the information to determine if you are owed a refund and to process any refunds due; and using the information to enforce federal tax laws.

If you are not entitled to the information, the I.R.S. will notify you within 30 days of receipt of your request.

If you require more information, you may contact the I.R.S. at 1-800-TAX-FORM (1-800-829-3676) or visit www.irs.gov.

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

Corporations. Generally, Form 4506-T can be signed by: (a) an officer having legal authority to bind the corporation, (b) any person designated by the board of directors or other governing body, or (c) 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 1 percent or more of the outstanding stock of the corporation may also sign. The tax return must be requested in writing as in Form 4506. A representative may sign for a corporation when the corporation is a domestic corporation or a foreign corporation with a permanent establishment in the United States.

Partnerships. Generally, Form 4506-T can be signed by any person who was a member of the partnership during any part of the tax period requested on line 9.

All others. See section 6103(e) if the taxpayer has died, is insolvent, is a dissolved corporation, or if it is a trustee, guardian, executor, receiver, or administrator acting for the taxpayer. Note: If you are not a spouse, next of kin, or Beneficiary, you must be able to establish a material interest in the estate or trust.

Documentation. If entities other than individuals, you must attach the authorization 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 if the taxpayer has specifically designated the representative to the I.R.S. by filing Form 8821, Power of Attorney and Declaration of Representative. The taxpayer must provide a written, signed, and dated authorization to the representative to sign the form. The representative must sign the form attached to Form 8821 showing the delegation to Form 4506-T.

Privacy Act and Paperwork Reduction Act Notice. The I.R.S. requests the information on Form 4506-T to provide taxpayers with access to information about their account or a tax return. The I.R.S. will use this information to determine if you are owed a refund and to process any refunds due. The I.R.S. may disclose this information to third parties in accordance with the I.R.S.'s privacy policies and applicable laws.

Other uses of this information include: providing the information to any other agency, court, or taxing authority that the I.R.S. determines has a legitimate need for the information; using the information to determine if you are owed a refund and to process any refunds due; and using the information to enforce federal tax laws.

If you are not entitled to the information, the I.R.S. will notify you within 30 days of receipt of your request.

If you require more information, you may contact the I.R.S. at 1-800-TAX-FORM (1-800-829-3676) or visit www.irs.gov.

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

<table>
<thead>
<tr>
<th>State</th>
<th>Zip Code</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Florida, Louisiana, Mississippi, Texas, a foreign country</td>
<td>1-800-829-3676</td>
<td>1-800-829-3676</td>
</tr>
<tr>
<td>Oregon, Utah, Washington, West Virginia, Wisconsin</td>
<td>1-800-829-3676</td>
<td>1-800-829-3676</td>
</tr>
</tbody>
</table>

Chart for all other transcriptions

If you lived in or your business was located in any of the states listed above, you should contact the Internal Revenue Service at the following address:

<table>
<thead>
<tr>
<th>State</th>
<th>Zip Code</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alabama, Arkansas, Delaware, Georgia, Illinois, Indiana, Iowa, Kentucky, Maine, Massachusetts, Minnesota, Mississippi, New Hampshire, New Jersey, New York, North Carolina, Oklahoma, South Carolina, Tennessee, Vermont, Virginia, Wisconsin</td>
<td>1-800-829-3676</td>
<td>1-800-829-3676</td>
</tr>
</tbody>
</table>

Internal Revenue Service
R.A.V.S. Team
Stop 8716 AUSC
Austin, TX 73301
855-587-9604

Internal Revenue Service
R.A.V.S. Team
Stop 8705 S-2
Kansas City, MO 64999
855-821-0094

Internal Revenue Service
R.A.V.S. Team
P.O. Box 9941
Mail Stop 6734
Ogden, UT 84409
855-288-1145

Internal Revenue Service
R.A.V.S. Team
P.O. Box 9941
Mail Stop 6734
Ogden, UT 84409
855-288-1145

Internal Revenue Service
R.A.V.S. Team
Stop 8705 S-2
Kansas City, MO 64999
855-821-0094

You must check the box in the signature area to acknowledge that you have the authority to sign and return the information. The form will not be processed and returned to you if the signature is unchecked.