



Tax transcript requests: Important update and reminder

IRS Form 4506-C is used to request tax return transcripts, and is required when:

- the insured's age is 18 and older, and
- the policy face amount is \$5,000,001 and greater.

Effective October 1, 2021, the IRS will begin using Optical Character Recognition (OCR) software when processing the requests. The IRS has provided tips and guidance for these forms so they can be scanned by the software. The IRS has provided tips and guidance for these forms so they can be scanned by the software.

Please note: A pre-filled IRS Form 4506-C is available in Forms Depot that will help meet this new criteria. When submitting requests for tax transcripts, please use the Forms Depot version whenever possible.

Forms Depot link: [Form 4506-C \(IVES Request for Transcript of Tax Return\)](#)

IRS Guidance for use of Form 4506-C

- ✓ **The form must be free of editing marks, scratches, etc.** Do not edit or write over information. If the form 4506-C includes manual edits, the form will not pass OCR. Standard IRS rejections will apply.
- ✓ **List the data on the assigned lines.** The information needs to be on the appropriate line on the form; otherwise, it will be rejected.
- ✓ **Clearly identify the transcripts and tax years that need to be processed.**
 - Line 6 should contain a single transcript request only, i.e. 1040.
 - A single checkbox should be selected to match Line 6.
 - Line 8 should display only the year that is being requested.
 - The request should only be for the last two years.
 - **Please note ,the pre-filled [IRS Form 4506-C](#) in Forms Depot already has the transcript and tax year information.**
- ✓ **The form must include the taxpayer's printed (or typed) name.**

See sample IRS Form 4506-C with notes and instructions on following pages.

IVES Request for Transcript of Tax Return**Do not sign this form unless all applicable lines have been completed.****Request may be rejected if the form is incomplete or illegible.****For more information about Form 4506-C, visit www.irs.gov and search IVES.**

1a. Name shown on tax return (<i>if a joint return, enter the name shown first</i>)	1b. First social security number on tax return, individual taxpayer identification number, or employer identification number (<i>see instructions</i>)
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 (<i>see instructions</i>)	
4. Previous address shown on the last return filed if different from line 3 (<i>see instructions</i>)	
5a. IVES participant name, address, and SOR mailbox ID	
5b. Customer file number (<i>if applicable</i>) (<i>see instructions</i>)	

Caution: This tax transcript is being sent to the third party entered on Line 5a. Ensure that lines 5 through 8 are completed before signing. (*see instructions*)

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	<input type="checkbox"/>
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	<input type="checkbox"/>
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	<input type="checkbox"/>
7. 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 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	<input type="checkbox"/>

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.**8.** Year or period requested. Enter the ending date of the tax year or period using the mm/dd/yyyy format (*see instructions*)

/ / / / / / / /

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-C 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-C. See instructions.**

Sign Here	Signature (<i>see instructions</i>)	Date	Phone number of taxpayer on line 1a or 2a
	Print/Type name		
	Title (<i>if line 1a above is a corporation, partnership, estate, or trust</i>)		
	Spouse's signature	Date	
	Print/Type name		

Instructions for Form 4506-C, IVES Request for Transcript of Tax Return

Section references are to the Internal Revenue Code unless otherwise noted.

Future Developments

For the latest information about Form 4506-C and its instructions, go to www.irs.gov and search IVES. Information about any recent developments affecting Form 4506-C (such as legislation enacted after we released it) will be posted on that page.

What's New. Form 4506-C was created to be utilized by authorized IVES participants to order tax transcripts with the consent of the taxpayer.

General Instructions

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

Designated Recipient Notification. Internal Revenue Code, Section 6103(c), limits disclosure and use of return information received pursuant to the taxpayer's consent and holds the recipient subject to penalties for any unauthorized access, other use, or redisclosure without the taxpayer's express permission or request.

Taxpayer Notification. Internal Revenue Code, Section 6103(c), limits disclosure and use of return information provided pursuant to your consent and holds the recipient subject to penalties, brought by private right of action, for any unauthorized access, other use, or redisclosure without your express permission or request.

Purpose of form. Use Form 4506-C to request tax return information through an authorized IVES participant. You will designate an IVES participant to receive the information on line 5a.

Note: If you are unsure of which type of transcript you need, check with the party requesting your tax information.

Where to file. The IVES participant will fax Form 4506-C with the approved IVES cover sheet to their assigned Service Center.

Chart for ordering transcripts

If your assigned Service Center is:	Fax the requests with the approved coversheet to:
Austin Submission Processing Center	Austin IVES Team 844-249-6238
Fresno Submission Processing Center	Fresno IVES Team 844-249-6239
Kansas City Submission Processing Center	Kansas City IVES Team 844-249-8128
Ogden Submission Processing Center	Ogden IVES Team 844-249-8129

Specific Instructions

Line 1b. Enter the social security number (SSN) or individual taxpayer identification number (ITIN) for the individual listed on line 1a, or enter the employer identification number (EIN) for the business listed on line 1a.

Line 3. Enter your current address. If you use a P.O. box, include it on this line.

Line 4. Enter the address shown on the last return filed if different from the address entered on line 3.

Note: If the addresses on lines 3 and 4 are different and you have not changed your address with the IRS, file Form 8822, Change of Address, or Form 8822-B, Change of Address or Responsible Party — Business, with Form 4506-C.

Line 5b. Enter up to 10 numeric characters to create a unique customer file number that will appear on the transcript. The customer file number cannot contain an SSN, ITIN or EIN. Completion of this line is not required.

Note. If you use an SSN, name or combination of both, we will not input the information and the customer file number will reflect a generic entry of "9999999999" on the transcript.

Line 8. Enter the end date of the tax year or period requested in mm/dd/yyyy format. This may be a calendar year, fiscal year or quarter. Enter each quarter requested for quarterly returns. Example: Enter 12/31/2018 for a calendar year 2018 Form 1040 transcript.

Signature and date. Form 4506-C must be signed and dated by the taxpayer listed on line 1a or 2a. The IRS must receive Form 4506-C within 120 days of the date signed by the taxpayer or it will be rejected. Ensure that all applicable lines, including lines 5a through 8, 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 if unchecked.

Individuals. Transcripts listed on line 6 may be furnished to either spouse if jointly filed. Only one signature is required. Sign Form 4506-C exactly as your name appeared on the original return. If you changed your name, also sign your current name.

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

(1) an officer having legal authority to bind the corporation, (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 1 percent or more of the outstanding stock of the corporation may submit a Form 4506-C but must provide documentation to support the requester's right to receive the information.

Partnerships. Generally, Form 4506-C can be signed by any person who was a member of the partnership during any part of the tax period requested on line 8.

All others. See section 6103(e) 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.

Note: 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 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-C 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 sign Form 4506-C.

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 properly identify the tax information and respond to your request. You are not required to request any transcript; if you do request a transcript, sections 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 nontax 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-C will vary depending on individual circumstances. The estimated average time is:

Learning about the law or the form . . . 10 min.
Preparing the form 12 min.
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-C simpler, we would be happy to hear from you. You can write to:

Internal Revenue Service
Tax Forms and Publications Division
1111 Constitution Ave. NW, IR-6526
Washington, DC 20224

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

HOW TO FILL OUT IRS FORM 4506-C

NCS | TRV® SERVICES

TIPS FOR AVOIDING IRS REJECTS

Check for most recent form update

#4

Address MUST match taxpayer's last return filed.

Use NCS/TRV Processing address, as shown here:

#5a

Current year (posted on IRS site) + 3 prior consecutive years available.

MUST BE CHECKED HERE

Form 4506-C (September 2020)		Department of the Treasury - Internal Revenue Service IVES Request for Transcript of Tax Return	OMB Number 1545-1872
<p>▶ Do not sign this form unless all applicable lines have been completed. ▶ Request may be rejected if the form is incomplete or illegible. ▶ For more information about Form 4506-C, visit www.irs.gov and search IVES.</p>			
1a. Name shown on tax return (if a joint return, enter the name shown first) Primary Taxpayer Name		1b. First social security number on tax return, individual taxpayer identification number, or employer identification number (see instructions) Primary Taxpayer Social Security	
2a. If a joint return, enter spouse's name shown on tax return Spouse Name (if applicable)		2b. Second social security number or individual taxpayer identification number if joint tax return Spouse Social Security Number	
3. Current name, address (including apt., room, or suite no.), city, state, and ZIP code (see instructions) Current Address (If PO Box, please include here)			
4. Previous address shown on the last return filed if different from line 3 (see instructions)			
5a. IVES participant name, address, and SOR mailbox ID NCS TRV Processing, P.O. BOX 321, EGG HARBOR CITY, NJ 08215 800-582-7066			
5b. Customer file number (if applicable) (see instructions)			
Caution: This tax transcript is being sent to the third party entered on Line 5a. Ensure that lines 5 through 8 are completed before signing. (see instructions)			
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. *more than one tax form is accepted by NCS*			
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		<input type="checkbox"/>	
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		<input type="checkbox"/>	
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		<input type="checkbox"/>	
7. 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 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			
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.			
8. Year or period requested. Enter the ending date of the tax year or period using the mm/dd/yyyy format (see instructions) 12 / 31 / 2016 12 / 31 / 2017 12 / 31 / 2018 12 / 31 / 2019			
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-C on behalf of the taxpayer. Note: This form must be received by IRS within 120 days of the signature date.			
<input type="checkbox"/> 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-C. See instructions.			
Sign Here	Signature (see instructions) Primary taxpayer signature		Date Must be within 120 days
	Print/Type name Printed name (including signature and date above) must be the taxpayer listed on line 1a		
	Spouse's signature Spouse signature (if applicable)		Date Must be within 120 days
	Print/Type name Printed name (including signature and date above) must be the taxpayer listed on line 2a		

Catalog Number 72627P

www.irs.gov

Form **4506-C** (9-2020)

For Privacy Act and Paperwork Reduction Act Notice, see page 2.

Do not fill in 5b. NCS will populate on your behalf prior to sending to the IRS.

SELECT DESIRED REPORTS

Does not provide original return information.

Will provide both original return information and any payments, penalty assessments & adjustments made to the account.

IMPORTANT: Adjustments/ additions to the 4506-C should NOT be made once the taxpayer has signed. To clarify taxpayer information, you may write the information in the margins of the 4506-C.