

If you did **not** file a tax return for the previous year you must submit a verification of nonfiling. Below is an example of a completed Request for Transcript of Tax Return.

The form must be filled out completely and legibly.

Form 4506-T (Rev. January 2011) Department of the Treasury Internal Revenue Service	<h2 style="margin: 0;">Request for Transcript of Tax Return</h2> <h1 style="color: red; font-size: 2em; margin: 0;">SAMPLE FORM</h1> <p style="color: red; font-weight: bold; font-size: 0.8em;">▶ Request may be rejected if the form is incomplete or illegible.</p>	OMB No. 1545-1872
<p>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 1-800-908-0946. 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.</p>		
1a Name shown on tax return. If a joint return, enter the name shown first. JOHN DOE	1b First social security number on tax return, individual taxpayer identification number, or employer identification number (see instructions) 987-65-4321	
2a If a joint return, enter spouse's name shown on tax return. JANE DOE	2b Second social security number or individual taxpayer identification number if joint tax return 123-45-6789	
3 Current name, address (including apt., room, or suite no.), city, state, and ZIP code (See instructions) 1234 MAIN ST. FERNDALE WA 98248		
4 Previous address shown on the last return filed if different from line 3 (See instructions) (address on 2010 taxes, if different)		
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. The IRS has no control over what the third party does with the tax information. City of Ferndale PO Box 936 Ferndale, WA 98248		
<p>Caution. If the transcript is being mailed to a third party, ensure that you have filed in line 6 and line 9 before signing. Sign and date the form once you have filled in these lines. Completing these steps helps to protect your privacy.</p>		
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. ▶ 1040		
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 1 and returns processed during the prior 3 proo Check box 6a if you filed a tax return last year <input checked="" type="checkbox"/>		
b Account Transcript, which contains informati 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. <input type="checkbox"/>		
c Record of Account, which is a combination of line item information and later adjustments to the account. Available for current year and 3 prior tax years. Most requests will be processed within 30 calendar days <input type="checkbox"/>		
7 Verification of Nonfiling, which is after June 15th. There are no availi Check box 7 if you DID NOT file a tax return last year <input checked="" type="checkbox"/>		
8 Form W-2, Form 1099 series, For 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 2007, filed in 2008, will not be available from the IRS until 2009. 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 <input type="checkbox"/>		
<p>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.</p>		
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. 12/31/2010		
<p>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 signature date.</p>		
▶ <u>John Doe</u> Signature (see instructions)	<u>4/12/2011</u> Date	Telephone number of taxpayer on line 1a or 2a
Sign Here ▶ <u>Jane Doe</u> Spouse's signature	<u>4/12/2011</u> Date	
For Privacy Act and Paperwork Reduction Act Notice, see page 2. Cat. No. 37687N Form 4506-T (Rev. 1-2011)		