

The 4506-C must be filled out completely and must be legible and unaltered. The IRS will not accept any signs of alteration, whether whited out, crossed out, added, or written over, even if initialed. Verification of Non-Filing is not available.

FAQ

- What is the average turnaround time to receive transcripts back?
 - 5 business days. The IRS states that any order placed after 3pm Eastern will not be processed until the next day.
- Are handwritten forms accepted?
 - Handwritten forms are accepted but must be legible.
- Will the IRS speak with a third party?
 - The IRS will only ever speak with the consumer themselves. They will not speak with a third party for any reason.

Reasons you might get a “No Record of Return Filed”

- Not enough time has passed for the IRS to enter the transcripts into their TAX RETURN VERIFICATION system. Transcripts take between 4-8 weeks to get into the transcript system.
- The borrower filed their taxes late, and a regular 1040a was ordered. If they filed late, the only way to get results would be to order a Record of Account (Line 6C)
- For business transcripts, the wrong type was ordered (e.g., you need a 1065 and ordered an 1120), or the year ending date does not match the tax period.

Transcript availability per the IRS

When your original return shows a...	and you filed electronically, then	and you filed on paper, then
refund amount of no balance due,	allow 2-3 weeks after return submission before you request a transcript.	allow 6-8 weeks after you mailed your return before you request a transcript
balance due and you paid in full using your return,	allow 2-3 weeks after return submission before you request a transcript.	we process your return in June and you can request a transcript in mid to late June. Note: we process all payments upon receipt.
balance due and you paid in full after submitting the return,	allow 3-4 weeks after full payment before you request a transcript.	
balance due and you didn't pay in full,	we process your return in mid-May and you can request a transcript by late May.	

Tips for using the new 4506-C form to avoid IRS rejections:

- The IRS will only accept one taxpayer per 4506C form. Separate orders must be placed for co-borrowers
- Two names can appear on the form for 1040 orders only, but the first taxpayer listed must match the order
- You are permitted to order 1040 Joint transcripts using a single consumer or primary borrower. There isn't a need for more than one consumer, it will be a joint tax return. This is common, especially in cases of death, divorce, etc. Sometimes you only have one consumer, and this will still return the joint result.
- If a 1040 order has 2 names both must sign and date the 4506-C
- Name and SSN must match the order exactly
- Years on the form must match the order exactly
- The new Form 4506-C cannot be edited. IVES Participants will need to ensure their customers fill out the form as they intend it to be processed. Lines 5 through 8 must be complete before the taxpayer signs. The exception to this is the following:
 - Line 5b, Customer File Number
 - Line 5c Unique Identifier (if included) days.

Form 4506-C (October 2022)		Department of the Treasury - Internal Revenue Service IVES Request for Transcript of Tax Return		OMB Number 1545-1872	
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.					
Ia. Current name		2a. Spouse's current name (if joint return and transcripts are requested for both taxpayers)			
i. First name	ii. Middle initial	iii. Last name/BMF company name	i. Spouse's first name	ii. Middle initial	iii. Spouse's last name
B. First taxpayer identification number (see instructions)		2b. Spouse's taxpayer identification number (if joint return and transcripts are requested for both taxpayers)			
1a. Previous name shown on the last return filed (if different from line 1a)		2a. Spouse's previous name shown on the last return filed (if different from line 2a)			
i. First name	ii. Middle initial	iii. Last name	i. First name	ii. Middle initial	iii. Last name
3. Current 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 3a) (see instructions)			
a. Street address (including apt., room, or suite no.)		b. City	c. State	d. ZIP code	
a. Street address (including apt., room, or suite no.)		b. City	c. State	d. ZIP code	
5a. IVES participant name, ID number, SOR mailbox ID, and address		5b. IVES participant ID number			
i. IVES participant name		ii. IVES participant ID number		iii. SOR mailbox ID	
iv. Street address (including apt., room, or suite no.)		v. City	vi. State	vii. ZIP code	
5c. Customer file number (if applicable) (see instructions)		5d. Unique identifier (if applicable) (see instructions)			
3d. Client name, telephone number, and address (this field cannot be blank or not applicable (NA))		i. Telephone number			
i. Client name		ii. Telephone number			
ii. Street address (including apt., room, or suite no.)		iii. City	iv. State	v. ZIP code	
Caution: This tax transcript is being sent to the third party entered on Line 3a and/or 3d. 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 for line 6 transcripts.					
a. Return Transcript <input type="checkbox"/>		b. Account Transcript <input type="checkbox"/>		c. Record of Account <input type="checkbox"/>	
7. Wage and income transcript (W-2, 1099-E, 1099-G, etc.)					
a. Enter a max of three form numbers here; if no entry is made, all forms will be sent.					
b. Mark the checkbox for taxpayer(s) requesting the wage and income transcripts. If no box is checked, transcripts will be provided for all listed taxpayers.					
Line 1a <input type="checkbox"/> Line 2a <input type="checkbox"/>					
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, if applicable, line 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; however, if both spouses' names and TINs are listed in lines 1a-1b and 2a-2b, both spouses must sign the request. If signed by a corporate officer, 1 person or more shareholder, partner, managing member, guardian, tax matters partner, executor, receiver, administrator, trustee, or party other than the taxpayer, identify that party with 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 above attestation clause and upon so reading declares that he/she has the authority to sign the Form 4506-C. See instructions.					
Sign Here	Signature for Line 1a (see instructions)		Date	Phone number of taxpayer on line 1a or 2a	
	Form 4506-C was signed by an Authorized Representative		<input type="checkbox"/> Signatory confirms document was electronically signed		
	Print/Type name				
	Title (if line 1a above is a corporation, partnership, estate, or trust)				
Sign Here	Spouse's signature (required if listed on Line 2a)		Date		
	Form 4506-C was signed by an Authorized Representative		<input type="checkbox"/> Signatory confirms document was electronically signed		
	Print/Type name				
	Title (if line 2a above is a corporation, partnership, estate, or trust)				

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 includes the Client company requesting transcripts and increased the number of Wage and Income transcripts requests.

General Instructions

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

Designated Recipient Notification 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 disclosure without the taxpayer's express permission or request.

Transcript Notification 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 disclosure 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.

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:

Austin Submission Processing Center	Austin IVES Team 844-249-8233
Kansas City Submission Processing Center	Kansas City IVES Team 844-249-6128
Ogden Submission Processing Center	Ogden IVES Team 844-249-8129

Specific Instructions

Line 1a/2a (if spouse is also requested): For IMF Requests: Enter the First, Middle Initial, and Last Name in the indicated fields. If all characters will not fit, please enter up to 12 for First name and 22 for Last name. For IMF Requests: Enter the company name in the Last Name field. If all characters will not fit, please enter up to 22.

Line 1b/2b (if spouse is also requested): Enter the social security number (SSN) or individual taxpayer identification number (ITIN) for the individual listed on line 1a including the dashes in the correct format, or enter the employer identification number (EIN) for the business listed on line 1a including the dashes in the correct format.

Line 1a/2a (if spouse is also requested): Enter your previous name as shown on your last filed tax return if different than line 1a.

Line 3: Enter your current address in the indicated fields. If you use a P.O. box, include it and the number in the Current Address field.

Line 4: Enter the address shown on the last return filed if different from the address entered on line 1a including the dashes in the correct format. Note: If the address on lines 3 and 4 are different and you have not changed your address with the IRS, the Form 3022, Change of Address, or Form 3822-B, Change of Address or Responsible Party - Business, with Form 4506-C.

Line 3b: 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.

Line 5a: Enter up to 10 alpha-numeric characters to create a unique identifier that will show in the mailbox the information. The unique identifier cannot contain an SSN, ITIN or EIN. Completion of this line is not required.

Note: If you use an SSN, we will not input the information and the customer file number or unique identifier will reflect a generic entry of "999999999".

Line 5d: Enter the Client company name, address, and phone number in the indicated fields. A Client company receives the requested tax transcripts from the IVES participant. If the IVES participant is also the Client company, the IVES participant information should be entered on Line 5a and 5d. These fields cannot be blank or Not Applicable (NA).

Line 6: Enter only one tax form number (1040, 1065, 1120, etc.) per request for all line 6 transcripts request types.

Line 6a: Return Transcript 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-H, Form 1120-L, and Form 1120-S.

Return transcripts are available for the current year and returns processed during the prior 3 processing years.

Line 6b: Account Transcript contains information on the financial details 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 monthly returns.

Line 6c: Record of Account 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.

Line 7: The IRS can provide a transcript that includes data from these information returns: Form W-2, Form 1099 series, Form 1095 series, or Form 5498 series transcript. Enter up to three information return types. If no specific type is requested, all forms will be provided. 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, Form W-2 information for 2016, filed in 2017, will likely not be available until 2018. If you need Form W-2 information for retirement purposes, you should contact the Social Security Administration at 1-800-772-1213.

Line 8: Enter the end date of the tax year or period requested in the mm dd yyyy format. May be a calendar year, fiscal year or quarter. Enter each quarter requested for monthly returns. Example: Enter 12 31 2019 for a calendar year 2019. Form 1040 transcript.

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Electronic Signature: Only IVES participants that opt in to the Electronic Signature usage can accept electronic signatures. Contact the IVES participant for approval and guidance for electronic signatures. If the Form 4506-C is signed electronically, the Electronic Signature check box must be marked.

Individuals: Transcripts listed on line 6 may be furnished to either spouse if jointly filed. Signatures are required for all taxpayers listed on Line 1a and 2a.

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 or partner as required 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.

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 as an estate administrator.

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 do not need to request any transcript if you do request a transcript, sections 6103 and 6109 and your 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 other uses, the District of Columbia, and U.S. commonwealths and possessions for use in administering their laws. We may also disclose this information to other countries under a tax treaty, to federal and state agencies to enforce federal tax laws, or to federal law enforcement agencies to enforce federal laws, or to federal law enforcement agencies to enforce federal laws, or to federal law enforcement agencies to enforce federal laws.

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 forms 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. Collecting tax returns and return information are confidential, as required by section 6103.

The time needed to complete and file the 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: 10 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-02028
Washington, DC 20224

Do not send the form to this address, send where to file on this page.

If needed, below are the form formatting details:

Form Coordinates:

Will use X x Y to list the coordinates of the object on the page. All coordinates are pulled from the top left corner of the field/check box.

X = left to right direction.

Y = top to bottom direction.

Form Sizes:

Page Size: 8.5" x 11".

Form Area: 7.9in x 10.55in.

Instruction Area: 7.9in x 10.2in.

Instruction Column Area: 2.5in x 9.85in with a 0.2in gutter between columns

Page Margins:

Left, Right, Top Margins: 0.3in.

Bottom Margin: 0.5in (from page edge to bottom border line).

Field Margins:

0.05in from a line or check box

Form Fonts:

Captions (C), the visual text of the form, Arial, 7 point, unless specified below (use of bold an italic as indicated on form).

Values (V), the fillable field, Arial, 12 point.

Form Header Fonts:

Form - Arial, 10 point, Centered aligned.

4506-C - Arial, Bold, 15 point, Centered aligned.

(April 2022) - Arial, 9 point, Centered aligned.

IVES Request for Transcript of Tax Return - Arial, Bold, 15 point, Centered aligned.

Department of the Treasury - Internal Revenue Service - Arial, 8 point, Centered aligned.

OMB Number 1545-1872 - Arial, 9 point, Centered aligned.

Form Footer Fonts:

Catalog Number 72627P - Arial, 8 point, Left aligned.

www.irs.gov - Arial, 8 point, Centered aligned.

Form - Arial, 8 point, Right aligned.

4506-C - Arial, Bold, 12 point, Right aligned.

(Rev. 4-2022) - Arial, 8 point, Right aligned.

For Privacy Act and Paperwork Reduction Act Notice, see page 2 - Arial, Bold, 8 point, Left aligned.

Instruction Fonts:

Title: Arial, Bold, 12 point, Centered aligned.

Subheaders: Arial, Bold, 9 point, Left aligned, 3 point spacing below.

Body/Table Text: Arial, 7 point, Left aligned, 3 point spacing below (use of bold an italic as indicated on form).

Borders:

Top Page Border: 2 point, black, solid, X: 0.3in x Y: 0.3in

Bottom Page Border: 2 point, black, solid, X: 0.3in x Y: 10.5in

Field Borders: 0.5 point, black, solid

Bold Borders: 1 point, black, solid

Check Boxes (CB): 10 point square (W: 0.1389in x H: 0.1389in).

Line 8 Field Coordinates:

X: 0.3in x Y: 7.1in; W: 0.3in x H: 0.2in

X: 0.7in x Y: 7.1in; W: 0.3in x H: 0.2in

X: 1.1in x Y: 7.1in; W: 0.4in x H: 0.2in

X: 2.55in x Y: 7.1in; W: 0.3in x H: 0.2in

X: 2.95in x Y: 7.1in; W: 0.3in x H: 0.2in

X: 3.35in x Y: 7.1in; W: 0.4in x H: 0.2in

X: 4.75in x Y: 7.1in; W: 0.3in x H: 0.2in

X: 5.15in x Y: 7.1in; W: 0.3in x H: 0.2in

X: 5.55in x Y: 7.1in; W: 0.4in x H: 0.2in

X: 7.0in x Y: 7.1in; W: 0.3in x H: 0.2in

X: 7.4in x Y: 7.1in; W: 0.3in x H: 0.2in

X: 7.8in x Y: 7.1in; W: 0.4in x H: 0.2in

Note: the sizing of the fields in this form are off to fit the data, follow the numbers proved.