

# 4506-T PARENT HELP FORM

Follow the instructions that came with the form for filling out the 4506-T. Below are some pointers for filling out the form correctly. Click here to download the form:

<https://www.irs.gov/pub/irs-pdf/f4506t.pdf>

Form <b>4506-T</b> (Rev. September 2015) Department of the Treasury Internal Revenue Service	<b>Request for Transcript of Tax Return</b> ▶ 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-T, visit <a href="http://www.irs.gov/form4506t">www.irs.gov/form4506t</a> .	OMB No. 1545-1872
<p><b>Tip.</b> 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 Tax Transcript..." under "Tools" or call 1-800-908-9946. If you need a copy of your return, use <b>Form 4506, Request for Copy of Tax Return</b>. There is a fee to get a copy of your return.</p>		

1. On Line 5 put the school's mailing address and financial aid officer's phone number.

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.

School's mailing address and financial aid officer's phone number

2. Enter '1040' on Line 6 to ensure the right tax document is selected and check the box on Line 6a.

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 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

3. Enter 12/31/20xx on Line 9 for the tax return year you want.

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. 12 / 31 / 20XX / / / / / /

4. Don't forget to check the "Signatory attests" box above the signature line.

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.

Phone number of taxpayer on line 1a or 2a  
XXX-XXX-XXXX

**Sign Here**

Signature (see instructions) \_\_\_\_\_ Date \_\_\_\_\_  
 First Name and Last Name \_\_\_\_\_ Today's Date \_\_\_\_\_  
 Title (if line 1a above is a corporation, partnership, estate, or trust) \_\_\_\_\_  
 Spouse's signature \_\_\_\_\_ Date \_\_\_\_\_

For Privacy Act and Paperwork Reduction Act Notice, see page 2. Cat. No. 37667N Form **4506-T** (Rev. 9-2015)