

# Please Note

- Have you filed all required Federal income tax returns?
- If not, have you filed for an approved IRS extension?

If the answer to both questions above is no, SBA WILL NOT process your application for disaster assistance until this requirement has been met.

## INSTRUCTIONS FOR COMPLETING FORM 8821

Completing this document is as easy as A-B-C

A.

Write your name(s) and address in block # 1.

B.

Next, write your Social Security Number(s). If you are a corporation or a partnership, write the Employer Identification Number.

C.

Print your name(s) and provide your signature(s) and date in block 7. For a corporation the IRS Form 8821 must be signed by the President or Chief Executive Officer of the corporation. If the 8821 is signed by any other officer, the signature must be attested to by another corporate officer with their signature, date, and title also appearing on the 8821.

Form **8821**  
(Rev. September 1998)  
Department of the Treasury  
Internal Revenue Service

**Tax Information Authorization**

▶ IF THIS AUTHORIZATION IS NOT SIGNED AND DATED, IT WILL BE RETURNED.

Form No. 8821-1116  
For IRS Use Only

Received by: \_\_\_\_\_  
Name: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Function: \_\_\_\_\_  
Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

**1 Taxpayer information.**  
Taxpayer name(s) and address (please type or print)  
John C. Doe and Mary A. Doe  
One Any Avenue  
Anytown, ST 00000

Social security number(s)  
000 : 00 : 0000  
999 : 99 : 9999  
Daytime telephone number  
( )

Employer identification number  
:  
:  
Plan number (if applicable)  
:

**2 Appointee information.**  
Appointee name(s) and address (please type or print)  
Small Business Administration  
Office of Disaster Assistance

CAF No. \_\_\_\_\_  
Telephone No. ( 404 ) 347-3771  
Fax No. ( 404 ) 347-4199  
Check if new: Address  Telephone No.

**3 Tax matters.** The appointee is authorized to inspect and/or receive confidential tax information in any office of the IRS for the tax matters listed on this line.

(a) Type of Tax (Income, Employment, Excise, etc.)	(b) Tax Form Number (1040, 941, 720, etc.)	(c) Year(s) or Period(s)	(d) Specific Tax Matters (see instr.)
Tax Return Transcript	Series 1040, 1065, 1120, 990	1996, 1997, 1998	
Installment Agreement		For tax years beginning	
and/or Lien Information		1985 through 1998	

**4 Specific use not recorded on Centralized Authorization File (CAF).** If the tax information authorization is for a specific use not recorded on CAF, check this box. (See the instructions on page 2.)

If you checked this box, skip lines 5 and 6.

**5 Disclosure of tax information you must check box 5a or b unless box 4 is checked:**  
a if you want copies of tax information, notices, and other written communications sent to the appointee on an ongoing basis, check this box   
b if you do not want any copies of notices or communications sent to your appointee, check this box

**6 Retention/revocation of tax information authorizations.** This tax information authorization automatically revokes all prior authorizations for the same tax matters you listed above on line 3 unless you checked the box on line 4. If you do not want to revoke a prior tax information authorization, you MUST attach a copy of any authorizations you want to remain in effect AND check this box   
To revoke this tax information authorization, see the instructions on page 2.

**Signature of taxpayer(s).** If a tax matter applies to a joint return, either husband or wife must sign. If signed by a corporate officer, partner, guardian, executor, receiver, administrator, trustee, or party other than the taxpayer, I certify that I have the authority to execute this form with respect to the tax matters/periods covered.

John C. Doe \_\_\_\_\_ 4-12-99 \_\_\_\_\_  
Signature Date Signature Date  
John C. Doe \_\_\_\_\_ Mary A. Doe \_\_\_\_\_  
Print Name Title (if applicable) Print Name Title (if applicable)

**General Instructions**  
Section references are to the Internal Revenue Code unless otherwise noted.  
**Change To Note.** New column (d) is added to line 3 for specific tax matters. Use column (d) to specify tax information that is to be provided by the IRS. See the line 3 instructions on page 2.  
**Purpose of form.** Form 8821 authorizes any individual, corporation, firm, organization, or partnership you designate to inspect and/or receive confidential information in any office of the IRS for the type of tax and the years or periods you list on this form.  
Form 8821 does not authorize your appointee to advocate your position with respect to the Federal tax laws; to execute waivers, consents, or closing agreements; or to otherwise represent you before the IRS. If you want to authorize an individual to represent you, use Form 2848, Power of Attorney and Declaration of Representative, instead of Form 8821. You may file your own tax information authorization without using Form 8821, but it must include all the information that is requested on the form.  
**Taxpayer identification numbers (TINs).** TINs are used to identify taxpayer information with corresponding tax returns. It is important that you furnish correct names, social security numbers (SSNs), individual taxpayer identification numbers (ITINs), or employer identification numbers (EINs) so that the IRS can respond to your requests.  
**Fiduciaries.** A fiduciary (trustee, executor, administrator, receiver, or guardian) stands in the position of a taxpayer and acts as the taxpayer. Therefore, a fiduciary does not act as an appointee and should not file Form 8821. File Form 56, Notice Concerning Fiduciary Relationship, to notify the IRS of the existence of a

For Privacy Act and Paperwork Reduction Act Notice, see page 2. Cat. No. 11569P Form 8821 (Rev. 9-98)

**Note: The IRS Form 8821 may be photocopied if more than one form is needed for your loan application.**

While the IRS Form 8821 will allow SBA to obtain your tax return information from the IRS, you may also submit copies of your Federal Tax Returns. Please note if you are a corporation, partnership, limited liability entity, or private non-profit, you must also submit complete copies of your three most recent Federal Tax Returns (including all schedules) in addition to the IRS Form 8821.

A separate IRS Form 8821 must be returned with the disaster loan application for: (1) each disaster applicant (individuals filing joint returns may use a single IRS Form 8821), (2) each corporation or partnership in which the disaster loan applicant holds a 50% or greater interest, (3) each individual or entity which holds a 20% or greater interest in the disaster loan applicant, (4) each general partner, and (5) each affiliate business.

**Every applicant MUST complete, sign, date, and return the IRS Form 8821(s) with the disaster loan application package.**