

Instructions for Completing IRS Form 4506T-EZ

The numbered sections correspond to instructions on the right.

Form **4506T-EZ** Short Form Request for Individual Tax Return Transcript
(October 2009)
Department of the Treasury Internal Revenue Service

OMB No. 1545-2154

▶ Request may not be processed if the form is incomplete or illegible.

Tip: Use Form 4506T-EZ to order a 1040 series tax return transcript free of charge.

1a Name shown on tax return. If a joint return, enter the name shown first.	1b First social security number on tax return
2a If a joint return, enter spouse's name shown on tax return. 1	2b Second social security number if joint tax return
3 Current name, address (including apt., room, or suite no.), city, state, and ZIP code	
4 Previous address shown on the last return filed if different from line 3	
5 If the transcript 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. Third party name 2	Telephone number
Address (including apt., room, or suite no.), city, state, and ZIP code	
6 Year(s) requested. Enter the year(s) of the return transcript you are requesting (for example, "2008"). Most requests will be processed within 10 business days. 3	

Caution. If the transcript is being mailed to a third party, ensure that you have filled in line 6 before signing. Sign and date the form once you have filled in line 6. Completing these steps helps to protect your privacy.

Note. If the IRS is unable to locate a return that matches the taxpayer identity information provided above, or if IRS records indicate that the return has not been filed, the IRS may notify you or the third party that it was unable to locate a return, or that a return was not filed, whichever is applicable.

Signature of taxpayer(s). I declare that I am either the taxpayer whose name is shown on line 1a or 2a. If the request applies to a joint return, either husband or wife must sign.

Note. This form must be received within 60 days of signature date.

Sign Here	Signature (see instructions) 4	Date	Telephone number of taxpayer on line 1a or 2a
	Spouse's signature	Date	

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

Cat. No. 54185S

Form **4506T-EZ** (10-2009)

1. If you filed a joint tax return, make sure you include both names on the Form 4506T-EZ.
2. The third party is your mortgage servicer. You can find the name of your servicer on your mortgage statements; however, the address where you send your monthly payments may not be the correct address for your servicer's foreclosure prevention department. To find the correct address and phone number for your servicer, please visit http://www.makinghomeaffordable.gov/contact_servicer.html.
3. Your servicer only needs your most recent year's tax return. Enter that tax year on the first line. For example, if you filed your taxes in April 2009, you were filing for the 2008 tax year, so you would enter "2008." If you only recently filed a tax return (within the last 90 days), enter that tax year and the year before because the IRS may not have processed that return yet and will not be able to send it to your servicer. For example, if you are requesting a HAMP modification in February of 2010 and filed your 2009 return in January, you should request 2009 and 2008 tax return information. This **completed form must be sent to your servicer**. If for any reason you would like to request your own copy of your tax returns, you can fill out a separate form and mail it directly to the appropriate IRS address listed on page 2 of this form.
4. Even if you file a joint tax return, you only need one signature (the person listed on line 1a) to file the Form 4506T-EZ. NOTE: The IRS must receive your form within 60 days of the signature date.