



# INSTRUCTIONS FOR COMPLETING IRS FORM 4506-T (INDIVIDUAL TAXPAYER)

**Line 1a:** Enter the name of the primary taxpayer (if a joint return, enter the name shown first on the tax return.) If name has changed recently, the current name should appear.

**Line 2a:** Insert the name of the spouse as it appears on the most recent tax return.

**Line 3:** Insert the Address as it appears on the most recent tax return submitted to the IRS. Must match IRS record of address.

**Line 5:** Must ALWAYS contain the following information:  
**CoreLogic Credco, 12395 First American Way, Poway, CA 92064. Participant 0000300613: Mailbox Credco07; Fax: 619-938-7310**

**Line 9:** Enter the tax years desired in the format mm/dd/yyyy.

**Signature:** The Primary Taxpayer and/or Spouse (if joint return) MUST sign the form. Should be signed exactly as name appeared on tax return for the most recent tax year requested. If name changed, should sign current name and former name.

Form <b>4506-T</b> (Rev. January 2010)		Request for Transcript of Tax Return		OMB No. 1545-1872
Department of the Treasury Internal Revenue Service		▶ Request may be rejected if the form is incomplete or illegible.		
Tip. Use Form 4506-T to order a transcript or other return information free of charge. See the product list below. You can also call 1-800-829-1040 to order a transcript. 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.				
1a Name shown on tax return. If a joint return, enter the name shown first.	1b First social security number on tax return or employer identification number (see instructions)			
<b>Charlie Testco</b>	<b>123-45-6789</b>			
2a If a joint return, enter spouse's name shown on tax return.	2b Second social security number if joint tax return			
<b>Barbara Testco</b>	<b>987-65-4321</b>			
3 Current name, address (including apt., room, or suite no.), city, state, and ZIP code				
<b>123 Main St., Anytown USA 12345</b>				
4 Previous address shown on the last return filed if different from line 3				
<b>234 Any St., Anytown USA 12345</b>				
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.				
<b>CoreLogic Credco, 12395 First American Way, Poway, CA 92064. Participant 0000300613: Mailbox Credco07; Fax 619-938-7310</b>				
Caution. If the transcript is being mailed to a third party, ensure that you have filled 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.				
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. <b>1040</b>				
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 1120H, Form 1120H, Form 1120L, 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			<input checked="" type="checkbox"/>	
b Account Transcript, which contains information on the financial status 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 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 proof from the IRS that you did not file a return for the year. Current year requests are only available after June 15th. There are no availability restrictions on prior year requests. Most requests will be processed within 10 business days			<input type="checkbox"/>	
8 Form W-2, Form 1099 series, Form 1098 series, or Form 5498 series transcript. The IRS can provide a transcript that includes data from 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"/>	
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.				
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.				
<b>12/31/2006      12/31/2007      12/31/2008      12/31/2009</b>				
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.				
Signature of taxpayer(s)		Date		Telephone number of taxpayer on line 1a or 2a
<b>Charlie Testco</b>		<b>07/29/2010</b>		<b>858-555-1234</b>
Signature (see instructions)				
Tip. (If line 1a above is a corporation, partnership, estate, or trust)				
Spouse's signature		Date		
<b>Barbara Testco</b>		<b>07/29/2010</b>		
Spouse's signature				
For Privacy Act and Paperwork Reduction Act Notice, see page 2.			Cat. No. 37667N Form 4506-T (Rev. 1-2010)	

**Line 1b:** Enter the Social Security Number of the Primary Taxpayer.

**Line 2b:** Enter the Social Security Number of the Spouse.

**Line 4:** Enter the address as it appears on the most recent tax return that you are requesting if it is different than the address on Line 3.

**Line 6:** Enter the Tax-return form used by the taxpayer for the most recent year requested.

**Line 6a:** Box "a" should be checked. If you desire "W-2" information, also check box "8" and enter "W-2" on Line 6 next to the tax-return form number. W-2 information will be provided for only those parties that sign this form.

**Date:** Enter the complete date of the signature. Form will be rejected if the date exceeds 120 calendar days from date signed to the date processed by IRS.

Enter the telephone number of the taxpayer.

**IMPORTANT:** Adjustments or additions to the IRS Form 4506-T should not be made once the taxpayer has signed and dated the form. Content must be legible. Please avoid small print or completed copies that are reduced in size.