

How to Complete the 4506-C IVES Request for Transcript of Tax Return

Form 4506-C (May 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.																																																																																																																																																																																																																																
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If signed by a corporate officer, 1 percent or more shareholder, partner, managing member, 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-C on behalf of the taxpayer. Note: This form must be received by IRS within 120 days of the signature date. </td> </tr> <tr> <td colspan="6"><input checked="" 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. 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1a. Enter the current first, middle initial, and last name of the requested taxpayer

1b. Enter the SSN for the person in box 1a.

1c. Enter the previous name as shown on the last tax return if it is different than box 1a.

3. Enter the current address of the person(s) listed in box 1a and 2a.

4. Enter the address shown on the last filed tax return if different than box 3.

5b. Enter the IMC loan number

6. Enter the tax form number (1040) and check box 6a for Return Transcript

7. Leave blank

8. Enter the end date(s) of the tax return or period requested in mm/dd/yyyy format.

Signature attestation box must be checked

The form must be signed and dated by the person in box 1a and 2a, if applicable. The form must be signed within 120 days.

2a. If filed jointly and transcripts are requested for both taxpayers; enter the current first, middle initial, and last name of the spouse. Leave blank if the spouse is not on the loan.

2b. If applicable, enter the spouse's SSN

2c. Enter the spouse's previous name as shown on the last tax return if different than box 2a.

5a. Veritax or DV information

5c. Leave blank

5d. Interfirst, our address, and phone number

If the form has been electronically signed, the box must be checked to confirm it was electronically signed.

Other Tips
 -Signatures are required for any taxpayer listed. Only list a spouse if their own transcripts will be requested and they will be signing the request. Forms with missing signatures will be rejected.
 -Authorized Representatives signing for the taxpayer(s) listed on Line 1a and/or 2a are required to check the "Form 4506-C was signed by an Authorized Representative" box. See instructions for more information on an Authorized Representative. Forms signed by an Authorized Representative without this box marked will be rejected.
 -Taxpayers that sign electronically are required to check the "Signatory confirms document was electronically signed" box. Forms signed with an electronic signature without this box marked will be rejected.