

Instructions For Completing Form 4506-A

Fill out this form completely. Incomplete forms will not be processed. Use this form to request a copy of a tax return or individual income tax account information. Please allow eight to 10 weeks for processing.

If you are not the taxpayer listed in Item 1, you must send a copy of your authorization to receive the information. Examples of authorization are a power of attorney or evidence of entitlement (for Title 11 Bankruptcy or Receivership Proceedings). If the taxpayer is deceased, send proof that you are entitled to act for the taxpayer's estate.

Tax returns and account information about joint returns may be given to either the husband or the wife. Only one signature is required. If your name has changed, sign Form 4506-A exactly as your name appeared on the return.

Corporations, Partnerships, Estates, and Trusts – For information about who may obtain tax information, see Internal Revenue Code section 6103.

ITEM 3. If you have named someone else to receive information about you (such as a CPA, scholarship board, or mortgage issuer), list that person's name and address here. (You must give an individual's name.)

ITEM 4. Write the name of the client, student or applicant if it is different from the name listed in Item 1. For example, Item 1 may be the parents of a student applying for financial aid. Show the student's name on Line 4 so the scholarship board can associate the tax return with their file. If we cannot find a record of the tax return, we will notify the third party directly that we cannot fill the request.

ITEM 5. For individuals, the social security number is written 000-00-0000. For businesses and certain others, the employer identification number is written 00-0000000. Please separate the nine digits as shown to distinguish the type of number being reported.

ITEM 8. Enter the tax period. For fiscal-year filers, enter the date the period ended. If you need more than four different returns, use additional request forms. Generally the Department will have copies of returns and tax account information available for the previous 10 years.

ITEM 9. Use the following table to figure how much money you must send with your request:

| Type of Request | Cost for each period requested |
|---|--------------------------------|
| Copy of tax return | \$5.00 |
| Amount of refund and/or interest received | No Charge |
| Amount of tax due and/or interest paid | No Charge |

Example:

If you need a copy of your 2010 and 2011 returns, check the first box in Item 10. Your cost will be \$10.00 (\$5.00 x 2).

Write your social security number or Federal employer identification number and "Form 4506-A Request" on your payment and make payable to the Alabama Department of Revenue. If we cannot fill your request, we will refund your money.

ITEM 10. In addition to a copy of a return, we can provide two other types of information:

(1) Amount of refund and/or interest received: This would be the amount of refund shown on the return of the year(s) requested plus any interest paid to you.

(2) Amount of tax due and/or interest paid: This would be the amount of tax due on the tax return of the year(s) requested plus any interest that you paid to the State.

Mail to: **Alabama Department of Revenue
Individual and Corporate Tax Division
P.O. Box 327410
Montgomery, AL 36132-7410**