

Completing the 4506T-EZ

Form 4506T-EZ (September 2018) Department of the Treasury Internal Revenue Service	Short Form Request for Individual Tax Return Transcript Request may not be processed if the form is incomplete or illegible. For more information about Form 4506T-EZ, visit www.irs.gov/form4506tez .	OMB No. 1545-2154								
Tip. Use Form 4506T-EZ to order a 1040 series tax return transcript free of charge, or you can quickly request transcripts by using our automated self-help service tools. Please visit us at IRS.gov and click on "Get Transcript of Your Tax Records" under "Tools" or call 1-800-908-9946.										
A Complete this section. The information must match the information on record at SPS.	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; padding: 5px;">1a Name shown on tax return. If a joint return, enter the name shown first.</td> <td style="width: 50%; padding: 5px;">1b First social security number or individual taxpayer identification number on tax return</td> </tr> <tr> <td style="padding: 5px;">2a If a joint return, enter spouse's name shown on tax return.</td> <td style="padding: 5px;">2b Second social security number or individual taxpayer identification number if joint tax return</td> </tr> <tr> <td colspan="2" style="padding: 5px;">3 Current name, address (including apt., room, or suite no.), city, state, and ZIP code (see instructions)</td> </tr> <tr> <td colspan="2" style="padding: 5px;">4 Previous address shown on the last return filed if different from line 3 (see instructions)</td> </tr> </table>		1a Name shown on tax return. If a joint return, enter the name shown first.	1b First social security number or individual taxpayer identification number on tax return	2a If a joint return, enter spouse's name shown on tax return.	2b Second social security number or individual taxpayer identification number if joint tax return	3 Current name, address (including apt., room, or suite no.), city, state, and ZIP code (see instructions)		4 Previous address shown on the last return filed if different from line 3 (see instructions)	
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B Enter the following information in these fields: Third party name: Select Portfolio Servicing, Inc. Telephone number: 1-800-258-8602 Address: PO Box 65250 Salt Lake City, UT 84165-0250 Fax: 801-293-3936	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="2" style="padding: 5px;">5a 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.</td> </tr> <tr> <td style="width: 70%; padding: 5px;">Third party name</td> <td style="padding: 5px;">Telephone number</td> </tr> <tr> <td colspan="2" style="padding: 5px;">Address (including apt., room, or suite no.), city, state, and ZIP code</td> </tr> </table>		5a 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	Telephone number	Address (including apt., room, or suite no.), city, state, and ZIP code			
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C Enter your SPS loan number in this field.	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 5px;">5b Customer file number (if applicable) (see instructions)</td> </tr> </table> <p style="font-size: small;">Caution. If the tax 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 this line. Completing this step helps to protect your privacy. Once the IRS discloses your IRS transcript to the third party listed on line 5, the IRS has no control over what the third party does with the information. If you would like to limit the third party's authority to disclose your transcript information, you can specify this limitation in your written agreement with the third party.</p>		5b Customer file number (if applicable) (see instructions)							
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D Enter the two most recent tax collection years. For example, if the tax collection year is 2014, then enter 2014 in this section.	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 5px;">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.</td> </tr> <tr> <td style="padding: 5px;"> 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 will notify you or the third party that it was unable to locate a return, or that a return was not filed, whichever is applicable. </td> </tr> </table> <p style="font-size: small;">Caution. Do not sign this form unless all applicable lines have been completed.</p>		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.	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 will notify you or the third party that it was unable to locate a return, or that a return was not filed, whichever is applicable.						
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E Sign and date the form. The date must be less than 90 days from the date SPS receives the document.	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="2" style="padding: 5px;">Signature of taxpayer(s). I declare that I am the taxpayer whose name is shown on either line 1a or 2a. If the request applies to a joint return, either spouse must sign. Note: This form must be received by IRS within 120 days of the signature date.</td> </tr> <tr> <td colspan="2" style="padding: 5px;"> <input type="checkbox"/> Signatory attests that he/she has read the attestation clause and upon so reading declares that he/she has the authority to sign the Form 4506-T. See instructions. </td> </tr> <tr> <td style="width: 70%; padding: 5px;"> Sign Here Signature (see instructions) </td> <td style="padding: 5px;"> Date Phone number of taxpayer on line 1a or 2a </td> </tr> <tr> <td style="padding: 5px;">Spouse's signature</td> <td style="padding: 5px;">Date</td> </tr> </table>		Signature of taxpayer(s). I declare that I am the taxpayer whose name is shown on either line 1a or 2a. If the request applies to a joint return, either spouse must sign. Note: This form must be received by IRS within 120 days of the signature date.		<input type="checkbox"/> Signatory attests that he/she has read the attestation clause and upon so reading declares that he/she has the authority to sign the Form 4506-T. See instructions.		Sign Here Signature (see instructions)	Date Phone number of taxpayer on line 1a or 2a	Spouse's signature	Date
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For Privacy Act and Paperwork Reduction Act Notice, see page 2. Cat. No. 541855 Form 4506T-EZ (Rev. 9-2018)										