



Illinois Department of Revenue

IL-4506 Request for Copy of Tax Return

When should I complete this form?

You should complete this form if you need a copy of your tax return and any attachment to that return. A separate Form IL-4506, Request for Copy of Tax Return, must be completed for each tax type requested. There is a \$5 charge for each copy of the return, which includes all attachments, and an additional \$5 charge if you want the document certified.

What should I provide with this form?

You **must** submit a copy of a government-issued identification such as:

- a driver's license,
- a passport, or
- another government-issued form of identification.

In addition, if you are not the taxpayer, please enclose a copy of your authorization to receive this information. You may submit a power of attorney, tax information authorization, or (if the taxpayer is deceased) a certified copy of your letters of administration or testamentary. If more than one year has passed since the letters were issued, you must also send a certification from the clerk of the court stating they are still in effect.

What is certification?

Certification is confirmation that the reproduction of your tax return and any attachment is true and correct. We will certify your copy by stamping the face of the return. Certification usually is required only for judicial or administrative proceedings or for attachments to another state's tax return.

What is my identification number?

Your identification number is the series of numbers you used to file your original tax document. You must use this same identification number to obtain a copy of your tax return. The most common identification numbers used are:

- Federal Employer Identification Number (FEIN) for all business, trust, estate, and withholding tax returns;
- Social Security numbers (SSN) for individual income tax returns;
- Illinois account ID numbers for sales tax returns;
- License numbers for motor fuel, cigarette, and liquor tax returns; and
- Vehicle Identification Numbers (VIN). Attach a copy of the title if requesting vehicle tax documents.

VIN/Hull#: _____
(Vehicle Identification Number or Hull#)

Step 1: Provide taxpayer information (REQUIRED)

- 1 _____
Name of taxpayer as written on tax document
- 2 _____
Identification number (FEIN, SSN, or Account ID)
- 3 _____
Street address as written on tax document
- _____
City, state, and ZIP as written on tax document

Step 2: Provide mailing information (if different than in Step 1)

- 4 _____
Name of person to whom documents should be sent
- 5 _____
Mailing address where the documents should be sent
- _____
City, state, and ZIP where the documents should be sent

Note: We cannot send your documents to another government agency or department on your behalf.

Step 3: Provide tax document information

- 6 What type of tax document are you requesting? (check one below)
 - _____ Individual Income Tax Return (IL-1040, IL-1040-X)
 - _____ Business Income Tax Return (Corporation, Trust, Estate, Partnership)
 - _____ Withholding Income Tax Return (IL-941, IL-941-X)
 - _____ Sales and Related (ST-1, ST-4, ST-8, ST-14, ST-44, ST-556, RUT-25, RUT-50, RUT-75). If a vehicle, provide VIN or Hull# in Step 1 above.
 - _____ Other _____
(Any other tax type/document not listed above)

- 7 What is the document form number that you are requesting?

(IL-1040, RUT-50, etc.)

- 8 What tax period(s) or year(s) are you requesting?

(If a vehicle, month/year of purchase)

- 9 How many copies of each do you need? _____

- 10 Total number of copies requested: _____
Note: There is a \$5 charge for each copy of the return, which includes all attachments, and an additional \$5 charge per document for certified copies.

Step 4: Figure the amount you owe

- 11 Multiply the amount from Step 3, Line 10, by \$5 \$ _____
- 12 Number of documents you want certified _____
- 13 Multiply the amount from Line 12 by \$5 \$ _____
Note: If you only want certain documents certified, tell us which documents to certify: _____

- 14 Add Lines 11 and 13.
This is the amount you owe. \$ _____

Note: We must receive your payment made payable to "Illinois Department of Revenue" before we can complete your request.

Step 5: Sign below

I declare that I am either the taxpayer identified on Line 1, or a person authorized to obtain the information requested. I acknowledge that the Illinois Department of Revenue (IDOR) will release the tax information requested to a person other than the taxpayer only as authorized by law, and that IDOR has no control over that person's use of the information.

Signature as written on original document

Print Name

Date

() _____
Daytime phone number

NOTE: If you are a corporate officer or employee who did not sign the original return and if you are asking that the copy of the return be sent to an address other than the one on the return, please have the request signed by a principal officer of the corporation. This signature must be witnessed by another officer and a corporate seal, if available, must be applied.

Do not write below this line

Processed by: _____ Date: _____

Batch number: _____

Mail this form along with your check to:
 RECORDS MANAGEMENT DIVISION 2-202
 ILLINOIS DEPARTMENT OF REVENUE
 PO BOX 19014
 SPRINGFIELD IL 62794-9014

This form is authorized as outlined under the Illinois Income Tax Act. Disclosure of this information is required. Failure to provide information could result in a penalty.

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(Web only)