



# 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