

What are some examples of why my Form 4506-T request may be rejected?

Your form may be rejected IF:

- The form or an item on the form (e.g. name, TIN, address, etc.) is illegible.
- The form is altered - there is evidence that an entry was changed with white out, lined through, or written-over, or if there is any indication of cutting and pasting. Clarifying an illegible entry is not considered an altered entry. However, adding additional information, such as tax periods, (some entries typed, some handwritten) is considered altered.
- Line 1a - No name is listed.
- Line 1b - The first Social Security Number on tax return or Employer Identification Number is missing or, is less than nine digits.
- Line 5 – Any part of the Delegate's name, address, Secure Mail Box Number, and fax number (10 digits) is missing or incomplete.
- Line 6 –no tax form is listed for requests.
- Line 6a/b/c –One of these boxes is **not** checked and a determination cannot be made of which single product is requested.
- Line 8 - The box is **not** checked and there is no indication of what type of document is being requested.
- Line 9 –No Year or Tax Period is listed.
- Signature of the taxpayer or an authorized person does not match the taxpayer name on Line 1a, 2a or 3 - Except when a power of attorney is attached.
- Signature Date is not within 120 calendar days of the IRS Received Date.



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