



STATE OF SOUTH CAROLINA  
DEPARTMENT OF REVENUE  
**REQUEST FOR COPY OF TAX RETURN  
or TAX ACCOUNT INFORMATION/TRANSCRIPT**

**Please read instructions before completing this form.**

**Note:** If your tax return was completed by a paid preparer, they should be able to provide you a copy of the return.

1. Name of taxpayer(s) as shown on tax form.	2. Social security or federal employer identification number or license / registration / file number as shown on tax form.
3. Current name and address.	4. Spouse's social security number as shown on tax form.
6. If information is to be mailed to someone else, show the third party's name and address (See instructions).	5. Tax form number.
	7. Tax period(s). (example 2016, etc.) (No more than 4 per request) <b>Returns which were filed six or more years ago may not be available.</b>
9. If name in third party's records differs from item 1 above, show here (See instructions).	8. Telephone number.
	10. If you need these copies for court or administrative proceedings, check here. <input type="checkbox"/> Check Box

11. How would you like to receive these copies? (check one)

Email to \_\_\_\_\_

- SSN will be partially redacted in all copies that are emailed. By choosing this option you are agreeing to have tax information securely emailed to the specified email address.

Mail to address in Item 6 (or Item 3 if no information is provided in Item 6). Allow 30 days for all mailed requests.

**Note:** This is a free service for South Carolina taxpayers.

**Social Security Privacy Act Disclosure**

It is mandatory that you provide your social security number on this tax form. 42 U.S.C. 405(C)(2)(C)(i) permits a state to use an Individual's social security number as means of identification in administration of any tax. SC Regulation 117-201 mandates that any person required to make a return to the South Carolina Department of Revenue shall provide Identifying numbers, as prescribed, for securing proper identification. Your social security number is used for identification purposes.

**A physical signature is required for all requests (emailed and mailed).**

**Please**

\_\_\_\_\_  
Signature (see instructions) of taxpayer(s). I declare that I am either the taxpayer or a person authorized to obtain the tax return requested.

**Sign**

\_\_\_\_\_  
Print Name

**Here**

\_\_\_\_\_  
Title (If item 1 above is a corporation, partnership, estate or trust)

\_\_\_\_\_  
Date

**How to Submit (choose one):**

1. Email your completed request (with a physical signature) to RequestForCopies@dor.sc.gov
2. Fax to 803-737-2934
3. Mail your completed request to: SC Department of Revenue, Request for Copies, PO Box 125, Columbia SC 29214-0890

## SC4506 Instructions

Use this form to request copies of tax returns, tax account information or transcripts.

**Note: If you had your return filled out by a paid preparer, check first to see if you can get a copy from the preparer. This may save you time.**

Returns filed electronically will receive a tax return transcript. A transcript provides most of the line entries from the original tax return and usually contains information that a third party requires.

### Individual Income, Corporate, Partnership and other business returns:

**Item 1.** Enter the name of the individual taxpayer(s) or corporation as shown on the requested tax return.

**Item 2.** For individuals, the social security number is written in the manner of 000-00-0000. For businesses and certain others, the federal employer identification number should be entered.

**Item 6.** If you named someone else to receive the information (such as a CPA, scholarship board, or mortgage issuer), you must include the name of an individual with the address in item 6.

**Item 7.** Enter the year(s) of the tax form you are requesting. For fiscal year filers or requests for quarterly returns, enter the date the period ended. If you need more than four different periods, use additional request forms. **Returns which were filed six or more years ago may not be available.**

**Item 9.** Be sure to write the name of the client, student, or applicant in item 9 if it is different from the name shown in item 1. For example, item 1 may be the parents of a student applying for financial aid. Show the student's name in item 9 so the scholarship board will know which file should be associated with the return information.

### Sales and Withholding Tax Returns:

**Copies of Sales and Withholding tax returns can be furnished only to the owner(s) of the business.** If you are not the owner, the records must be subpoenaed.

**Item 1.** Name of individual or business shown on Sales or Withholding tax return.

**Item 2.** License/registration/file number should be shown on this line for Sales tax copy requests.

**Item 6.** Copies of Sales and Withholding tax returns can be mailed only to the owner(s) of the business.

**Item 7.** Indicate period(s) desired, showing month and year. If a complete calendar year is desired, then so indicate.

### Signature

A physical signature is required for all requests (emailed and mailed).

If you are not the taxpayer shown in item 1, you must send a copy of your authorization to receive the information. This will generally be a power of attorney (SC2848) or tax information authorization.

If the taxpayer is deceased, you must send enough evidence to establish that you are authorized to act for the taxpayer's estate.

Tax returns, tax account information or transcripts about joint returns may be disclosed to either spouse. Only one signature is required. If your name has changed, sign form SC4506 exactly as your name appeared on the return and also sign with your current name.