



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

**SC4506**  
(Rev. 8/24/22)  
3103

Complete this form to request copies of tax returns, tax account information, or transcripts for Individual Income Tax, Corporate Income Tax, Partnership Income Tax, Sales Tax, Withholding Tax, and other business tax returns.

If you used a paid preparer to file your return, your preparer should have a copy of your return.

If you filed your return through MyDORWAY, you can print a copy from there. Sign in to your account to get started.

**Read the detailed instructions on page 2 before completing this form.**

**Section A: Taxpayer information**

Name on tax return: \_\_\_\_\_

Identification number (see instructions): \_\_\_\_\_ Spouse's SSN/ITIN (if filing jointly): \_\_\_\_\_

Name (if different from above): \_\_\_\_\_ Phone: \_\_\_\_\_

Current street address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

**Section B: Return request information**

Tax form number: \_\_\_\_\_

Tax period (YYYY or MM-YY):

|  |  |  |  |
|--|--|--|--|
|  |  |  |  |
|--|--|--|--|

Limit 4 per request.

Are these copies for court or administrative proceedings?

☐ Yes ☐ No

How would you like to receive your return copies?:

☐ Email to: \_\_\_\_\_

☐ Mail to current address (Section A)

☐ Mail to third party address (Section C)

All copies will contain a partially redacted SSN, FEIN, or ITIN. By choosing the email option, you agree to have tax information securely emailed to the specified email.

**Section C: Third party information (if applicable)**

Third party name: \_\_\_\_\_

Street address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Name in third party's records (see instructions): \_\_\_\_\_

**Section D: Signature (required)**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

I declare I am the taxpayer or a person authorized to obtain the tax return requested.

Title of person signing: \_\_\_\_\_

(Required if this request is for a corporation, partnership, estate, or trust)

**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: SCDOR, Request for Copies, PO Box 125, Columbia SC 29214-0890

## Instructions

### What you need to know:

- If you used a paid preparer to file your return, your preparer should have a copy of your return.
- If you filed your return through MyDORWAY, you can print a copy from there. Sign in to your account to get started.
- Use this form to request copies of tax returns, tax account information, or transcripts for Individual Income Tax, Corporate Income Tax, Partnership Income Tax, Sales Tax, Withholding Tax, and other business tax returns.
- This is a free service offered to South Carolina taxpayers by the SCDOR.
- Copies of Sales Tax returns or Withholding Tax returns are only furnished to owners of the business. If you are not an owner, the records must be subpoenaed.
- A tax return transcript is issued for returns filed electronically. This transcript provides most of the line entries from the tax return.
- Copies may not be available for returns filed more than five years ago.
- This form must be completed and signed in order to initiate your request.

### Section A: Taxpayer information

- Enter the name listed on the tax return.
- Enter the identification number listed on the tax return.
  - This number can be an SSN, ITIN, FEIN, license number, registration number, or file number.
- Enter Spouse's SSN/ITIN if filing jointly.
- Enter the current name and mailing address.
- Enter the phone number, including area code.

### Section B: Return request information

- Enter the tax form number you are requesting. The tax form number is located at the top right corner of the tax return. (ex. SC1040, SC1120S, ST-3, WH-1606)
- Enter the tax period, formatted as MM-YY or YYYY, listed on the tax return. For fiscal year filers or quarterly returns, the tax period is the date the period ended. (There is a limit of four tax periods per request.)
- Mark the box if the copies are needed for court or administrative proceedings.
- Mark the box to let us know if you want to receive the requested copies by email or mail.
- All copies will contain a partially redacted SSN, ITIN, or FEIN and fully redacted banking information.
- If you choose the email option, tax information will be securely emailed to the email address provided.
- If you are requesting copies be mailed, allow **30 days** for processing.

### Section C: Third party information

- Enter the name and address of the individual serving as the third party. A CPA, scholarship board, or mortgage issuer is considered a third party.
- Enter the name from the third party's records if different from the name reported in Section A. For example, if the return is being provided to a scholarship board, Section A may show the names of the parents of the student, but the third party's records would reflect the student's name.

### Section D: Signature - REQUIRED.

- The SCDOR will not accept this form if it is not signed.
- A physical signature is required for all requests, whether emailed, faxed, or mailed.
- Only one signature is required for married filing joint returns.
- If your name has changed, sign the SC4506 exactly as your name appeared on the tax return and also sign with your current name.

### Submit the SC4506 to the SCDOR by:

- emailing the request, with a physical signature, to RequestForCopies@dor.sc.gov
- faxing the request to 803-737-2934, or
- mailing the request to SCDOR, Request for Copies, PO Box 125, Columbia, SC 29214-0890.

### What documentation must be attached:

- If you are not the taxpayer shown in Section A, attach a SC2848, Power of Attorney and Declaration of Representative, available at [dor.sc.gov/forms](http://dor.sc.gov/forms), to the SC4506.
- For deceased taxpayers, attach evidence establishing you are authorized to act for the taxpayer's estate.

### Social Security Privacy Act Disclosure

It is mandatory that you provide your Social Security Number on this tax form if you are an individual taxpayer. 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 SCDOR must provide identifying numbers, as prescribed, for securing proper identification. Your Social Security Number is used for identification purposes.