



STATE OF SOUTH CAROLINA  
DEPARTMENT OF REVENUE  
**REQUEST FOR COPY OF TAX FORM**  
or Tax Account Information

**SC4506**

(Rev. 3/25/05)  
3103

▶ Please read instructions before completing this form.

<b>Important: Full payment must be included with this request.</b>	Office Use Only
	94-8001
1. Name of taxpayer(s) as shown on tax form.	2. Social security or employer identification number or license / registration / file number as shown on tax form.
3. Current name and address. (Information will be mailed to this address if no other address is provided in line 6 below.)	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 2003, etc.) (No more than 4 per request)
9. If name in third party's records differs from item 1 above, show here (See instructions).	8. Telephone number.  (    )
	10. Convenient time for us to call.

11. Check only one box

\$5.00 each period requested  Copy of individual income, corporate tax, partnership and other business returns.  
**Note:** *If you need these copies for court or administrative proceedings, check here*

\$2.50 each period requested  Individual Income tax account information.

\$2.50 each period requested  Corporate Annual Report information only.

\$1.00 each period requested  Sales tax return or account information.

\$1.00 each period requested  Withholding Quarterly return.

Amount Due:

12. Dollar amount indicated in item 11 ..... \_\_\_\_\_

13. Number of periods requested in item 7..... \_\_\_\_\_

14. Subtotal (multiply item 12 by item 13) ..... \_\_\_\_\_

15. South Carolina sales tax (multiply item 14 by your county's local sales tax 5%, 6% or 7%, if applicable). \_\_\_\_\_

16. Total due (item 14 plus item 15) .....                     

Signature (see instructions)	Date
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**Please Sign Here**

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

\_\_\_\_\_ County of the individual making the request

# SC4506 Instructions

Use this form to request copies of tax return or tax account information.

**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 both time and money.**

## 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 for making copies.

**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.

**Item 11. Income Tax Account Information only - Individual taxpayers** will receive the information contained on the front of their return. Students applying for financial aid may be required to give the college a copy of their tax return. However, the school may permit you to use tax return information provided by South Carolina instead. **Corporate taxpayers** will receive information from their Corporate Annual Report.

**Items 12 - 16.** The following example shows how to calculate the amount of money you must send with your request:

Example: You have a copy of your 2003 tax return but need a copy of your 2001 and 2002 returns. Check the first box in item 11. Your cost will be \$10.50 (\$5.00 x 2 years plus .50 sales tax).

Write your social security number or federal employer identification number and "Form SC4506 Request" on your check. If we cannot fill your request, we will refund your money.

## Sales and Withholding Tax Returns:

**Copies of sales 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 3.** Copies will be mailed to the address of record if business is open. If business is closed, we will need a current mailing address.

**Item 6.** Sales and withholding tax copies 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.

**Items 12 - 16.** For a copy of sales or withholding tax return or account information, the following computation should be used to figure the amount of money to send with your request: \$1.00 per period multiplied (x) by the number of periods plus sales tax.

## Signature

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 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 and return information about joint returns may be disclosed to either the husband or the wife. 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.

**Please allow at least 45 days for delivery when requesting a copy of a return, or at least 30 days when requesting return information. (You must allow at least 12 weeks processing time after a return is filed before requesting a copy or other information.)**

**Where to File:** SC Department of Revenue, Photocopy Section, Columbia SC 29214-0014

## 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 SC Department of Revenue shall provide identifying numbers, as prescribed, for securing proper identification. Your social security number is used for identification purposes.