



# Request for Copy of Withholding Tax Forms

**IMPORTANT:** Before completing this form, please read all instructions. Type or print all information.

<p>1. Name, trade name, and address of employer as shown on return.</p>	<p>4. If name in third party's records differs from Item 1 above, show here (see instructions for Item 3).</p>
<p>2. Employee's current name, address, and Social Security Number if W-2 is needed.</p>	<p>5. Employer Federal Identification Number as shown on tax form.</p>
<p>3. If information is to be mailed to someone else, show the third party's name and address.</p>	<p>6. Employer's state withholding tax account number.</p>

7. Use the following table to compute the amount to submit with your request:

Tax Period/Year	A-1	A-6	A-3	W-2		TOTAL
					X \$15.00	
					X \$15.00	
					X \$15.00	
					X \$15.00	
<b>Amount Due</b>						

**NOTE:** Payment must be in the form of a money order or cashier's check made payable to the Alabama Department of Revenue. Full payment must accompany your request.

▶ \_\_\_\_\_  
Your Signature

▶ \_\_\_\_\_  
Date

Telephone number of requester ( \_\_\_\_\_ ) \_\_\_\_\_

# Instructions For Completing Form 4506-W

Fill out this form completely. Incomplete forms may not provide enough information for processing.

Please allow eight to ten weeks for your request to be processed.

Use this form to request copies of Alabama withholding tax returns or employee wage and tax statements.

If you are not the employer shown in Item 1 or the employee shown in Item 2, you must send a copy of your authorization to receive the information. This will generally be a power of attorney, tax information authorization, or evidence of entitlement (for Title II Bankruptcy or Receivership Proceedings). If the employer/employee is deceased, you must send enough evidence to establish that you are authorized to act for the taxpayer's estate.

Corporations, Partnerships, Estates, and Trusts – For information about who may obtain tax information on the entity, see Internal Revenue Code section 6103.

**ITEM 3.** If you have named someone else to receive the information (such as a CPA, scholarship board, or mortgage issuer), you must include the name of the individual along with the address in Item 3. Also, be sure and write the name of the employer or employee in Item 4 if it

is different than the name shown in Item 1 or Item 2. If we cannot find a record of your return, we will notify the third party directly that we cannot fill the request.

**ITEM 5.** The federal employer identification number is written 00-0000000.

**ITEM 6.** The employers state withholding tax account number is written 000000.

**ITEM 7.** Enter the tax period or tax year of the withholding tax return you are requesting. Indicate the number you need under the appropriate column. Calculate the total due and remit this amount.

Write your Alabama withholding tax account number or Federal employer identification number and "Form 4506-W Request" on your payment. Payment must be in the form of a money order or cashier's check made payable to the Alabama Department of Revenue. If we cannot fill your request, we will refund your money.

Mail to: **Alabama Department of Revenue  
Individual and Corporate Tax Division  
Withholding Tax Section  
P. O. Box 327480  
Montgomery, AL 36132-7480**