

## How to Complete a Business 4506-C

For any questions regarding your 4506-C, please contact your Account Executive or Account Manager.

**1a.** Enter the business name listed on the Tax Return.

**3.** Put the name and current full address of business listed in Box 1a.

**5a.** Leave this blank.

**6. 1120, 1120S, and/or 1065** must be written on this line, IRS will reject if it is not there.

**6a.** There must be a check mark in this Box, otherwise it will be rejected by the IRS.

**Signature:** Enter borrower's signature.  
**Phone:** Enter phone number for business listed in Box 1a.

Enter the title of the individual signing for the partnership, estate, or trust.

**1065LLC (Partnership only)**

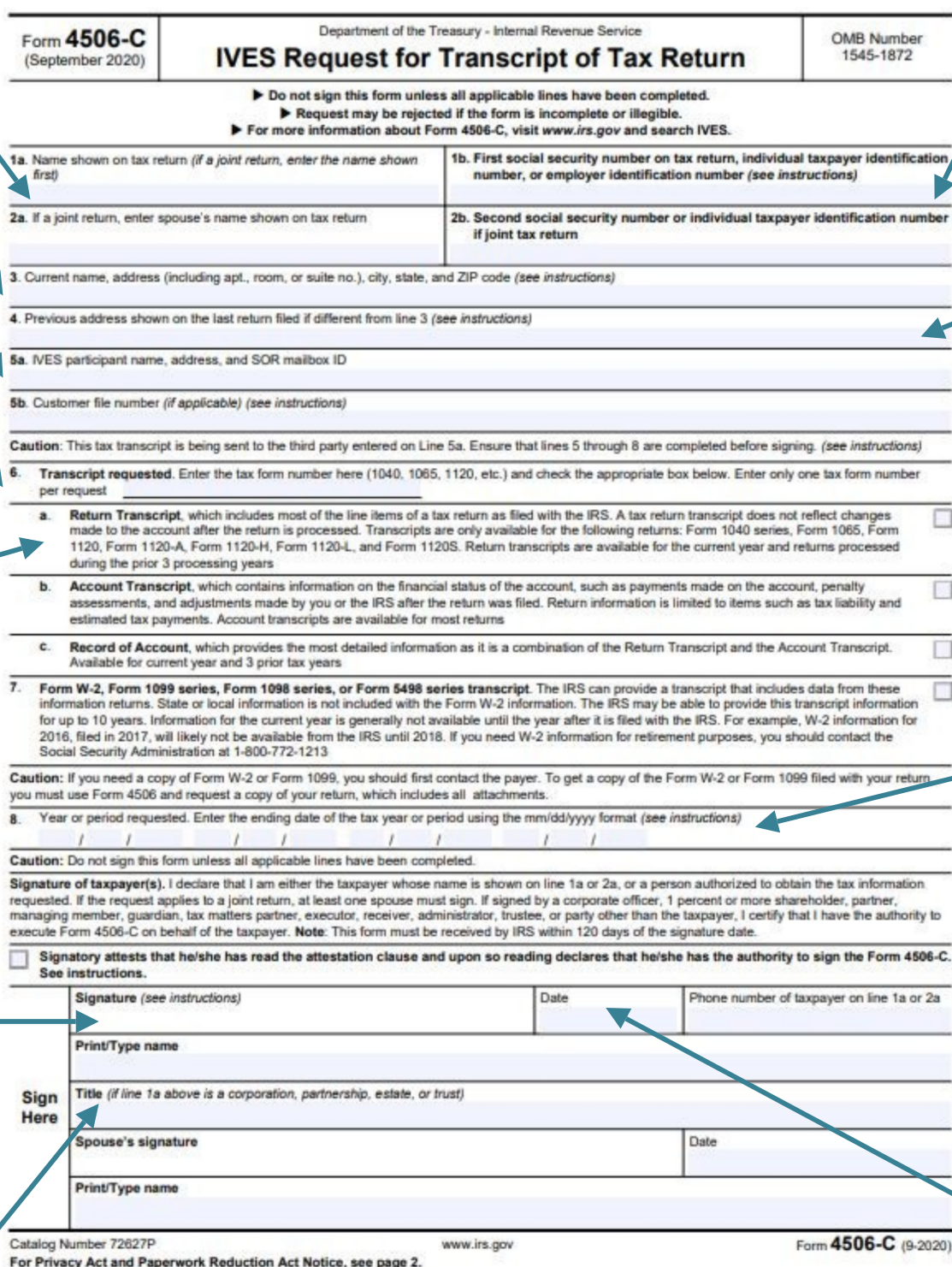
- General Partner
- Limited Partner
- Owner

**1065/1065LLC**

- Member Manager
- Managing Member
- Owner
- Member

**1120-1120S {Corporation/s (small business) Corporation}**

- President
- Vice President
- CEO
- Treasurer
- Owner
- CFO
- Secretary
- COO
- CAO



**1b.** Enter the EIN # for the business shown in Box 1a.

**4. Important!** If business filed using a:  
 • Different address from the tax year period requested in Box 9 **it must be shown here.**  
 • P.O. Box **it must be shown here.**  
 Be sure to discuss with your borrower(s); this must be accurate or the IRS will reject the request.

**6c.** There must be a check mark in this box if the business filed an amended return.

**8.** Tax year (fiscal or calendar) being requested must be entered; if it is not included, the IRS will reject the request. If the business operates on a fiscal year, then the fiscal year end dates must be listed.  
**For example:**  
 2020; 2021; or  
 12/31/2020;  
 12/31/2021

**Date:** Must be dated within 120 days of request being sent to IRS; if there is no date, the IRS will reject the request.

### Final Tips

1. The IRS will reject any 4506-C that has anything crossed-out and re-reentered; even if it is initialed by the person making the change.
2. Legibility is very important. The IRS will reject the request if illegible.