Instructions for the SVOG-Specific Version of IRS Form 4506-T (Updated 5/11/21)

The SBA requires applicants to complete an SVOG-specific version of IRS Form 4506-T as part of the application submission.

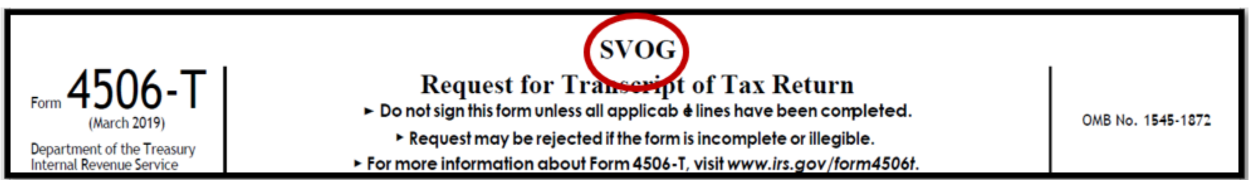
The 4506-T is a tax form that authorizes the IRS to provide Federal income tax information directly to the SBA. This form must be completed accurately for you to receive SVOG funding. You must use the SVOG-specific version of IRS Form 4506T located at https://www.sba.gov/document/sba-form-shuttered-venue-operators-grant-4506t-form

Important Note: Applicants from Puerto Rico and other U.S. territories will need to submit further documentation (in addition to the SVOG-specific version of IRS Form 4506-T) upon application submission.

Step 1

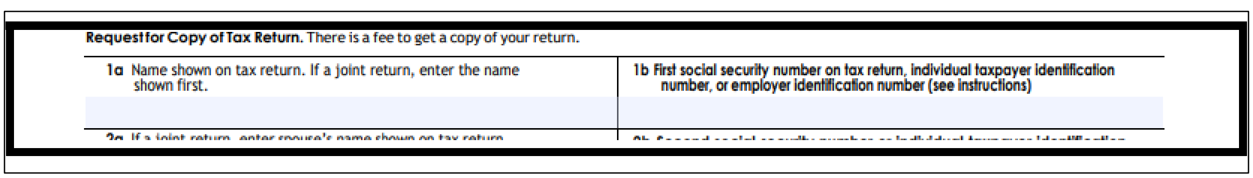
Go to SVOG-specific version of IRS Form 4506T to download the SVOG-specific version of IRS Form 4506-T as a fillable PDF.

***Special Note** There are many versions of the 4506-T available on the IRS website. The only form the SBA can accept is the SVOG-specific version of IRS Form 4506-T. The correct form contains the acronym **SVOG** in the header.


Form 4506-T (March 2019)
Department of the Treasury
Internal Revenue Service
SVOG
Request for Transcript of Tax Return
▶ Do not sign this form unless all applicable lines have been completed.
▶ Request may be rejected if the form is incomplete or illegible.
▶ For more information about Form 4506-T, visit www.irs.gov/form4506t.
OMB No. 1545-1872

Step 2 – Line 1a

Enter your Name on line 1a. This must be the same name that you entered on your 2019 tax return.


Request for Copy of Tax Return. There is a fee to get a copy of your return.
1a Name shown on tax return. If a joint return, enter the name shown first.
1b First social security number on tax return, individual taxpayer identification number, or employer identification number (see instructions)

Step 3 – Line 1b

Enter the Corporation EIN# or Individual SSN# that you entered on your 2019 tax return. This EIN must also match the EIN you used for your SVOG application.

Step 4 – Lines 2a and 2b

Only fill out lines 2a and 2b if in 2019 you filed a 1040 and you were married filing jointly. If you filed any other tax form, or if you filed a 1040 but were not married filing jointly, leave lines 2a and 2b blank.

2a If a joint return, enter spouse's name shown on tax return.	2b Second social security number or individual taxpayer identification number if joint tax return

Step 5 – Lines 3 and 4

Enter your current address on line 3. If your name is different now than the name you used on your 2019 tax return, enter your current name as well.

Enter your previous address on line 4 only if it is different than the current address on line 3. If your current address is the same as it was when you filed your 2019 tax returns, leave line 4 blank.

3 Current name, address (including apt., room, or suite no.), city, state, and ZIP code (see instructions)

4 Previous address shown on the last return filed if different from line 3 (see instructions)

Step 6 – Line 5a (No Action)

Do not alter line 5a. It is prefilled with the correct information.

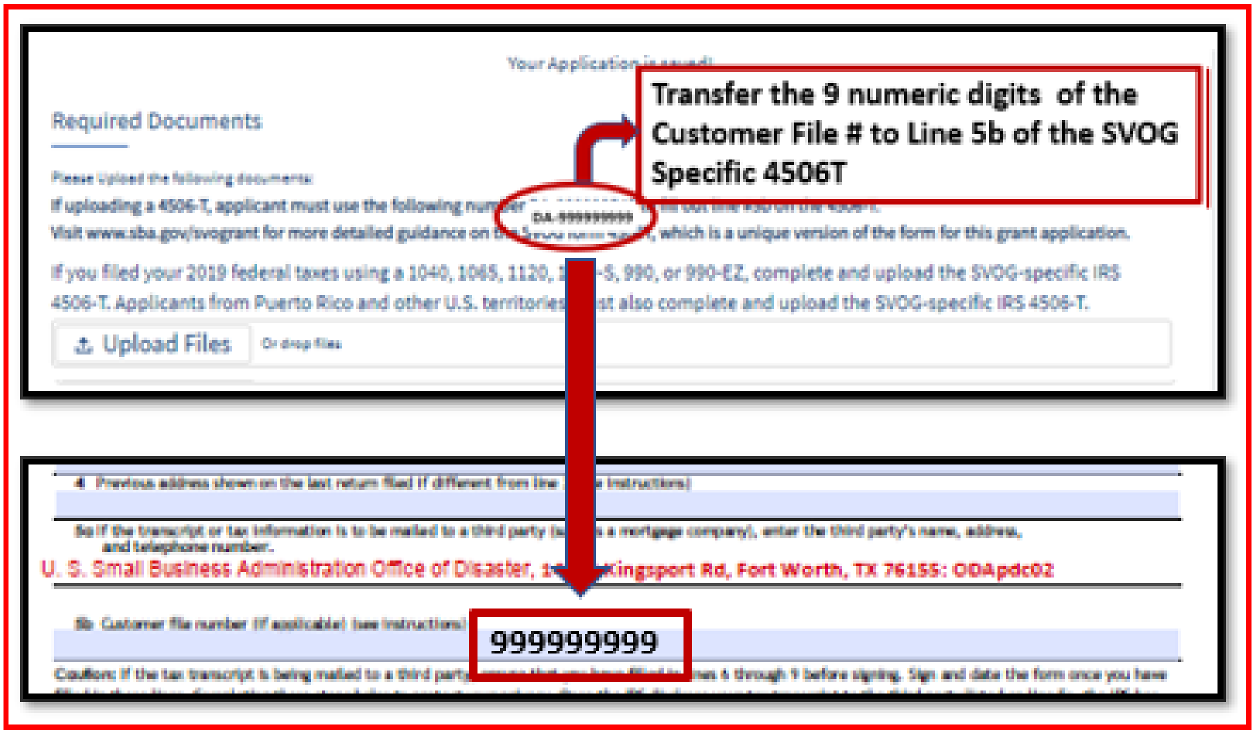
5a If the transcript or tax information is to be mailed to a third party (such as a mortgage company), enter the third party's name, address, and telephone number.

U. S. Small Business Administration Office of Disaster, **14925 Kingsport Rd, Fort Worth, TX 76155: ODApdc02**

5b Customer file number (if applicable) (see instructions)

Step 7 – Line 5b

Enter your Customer file number in line 5b. Your Customer file number will be displayed on the Required Documents Step. Do NOT include the “DA-“ at the beginning. Use only the numeric part of the number.

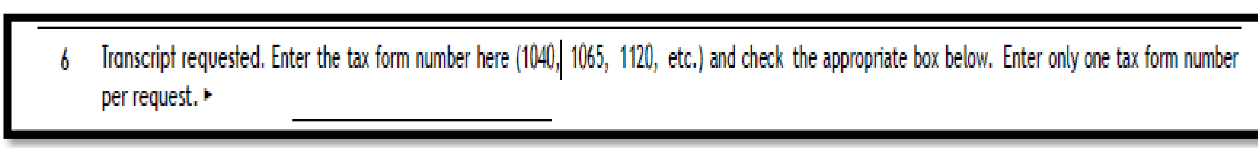


Step 8 – Line 6

On line 6, enter the tax form you used when filing your 2019 business federal income tax return. For example, you may have filed a form 1040, 1065, 1120, 1120-S, 990, or 990-EZ. Only enter one tax form type. Do NOT include any other numbers or words. For example, do not include “Schedule C” or any other information.

If this request is for an individual, enter 1040. If this request is for a business, please enter the business tax return you filed for the year (not quarterly returns).

For those using 1120-S, or 990-EZ, you must include the alphabetic identifier following the form number.

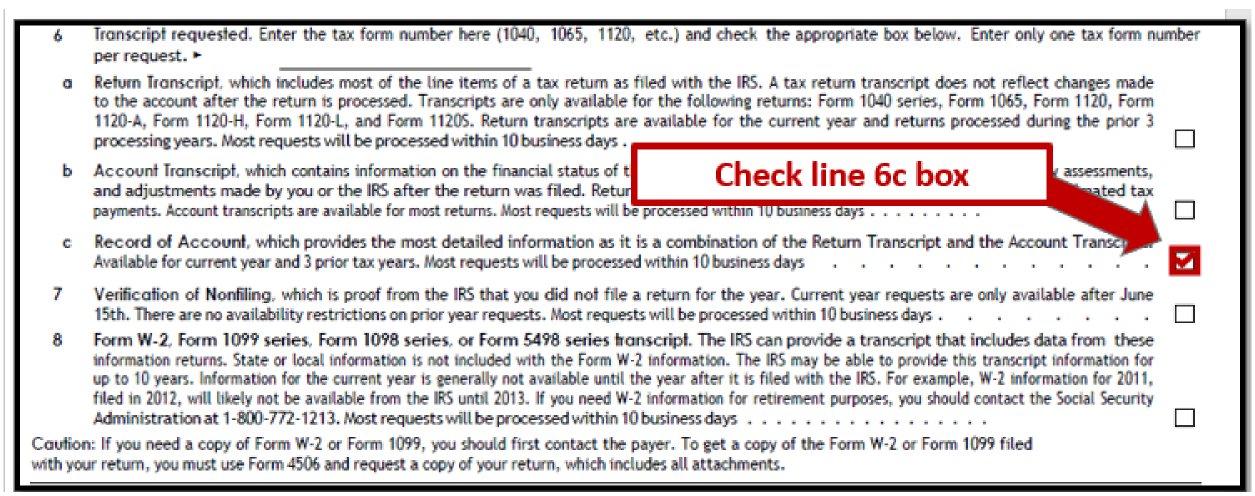


6 Transcript requested. Enter the tax form number here (1040, 1065, 1120, etc.) and check the appropriate box below. Enter only one tax form number per request. ▸

Organization Type (as entered on SBA Form 5 Primary Business, Business Entity Owner, or Affiliate)	Title (selectable list for Signature section 4506-T)	IRS Transcript Requested
Individual	N/A	1040
Sole Proprietor	Owner, Sole Proprietor	1040
Corporation	President, Secretary, Treasurer, Vice President, Assistant Treasurer, Chief Accounting Officer, Controller, 1% Shareholder (corporation), Shareholder (S-corporation)	1120
Partnership	Limited Partner, Partner	1065
Non-Profit Organization	President, Secretary, Treasurer, Vice President	990
Limited Partnership	Limited Partner, Partner	1065
Limited Liability Entity (LLC)	Limited Partner, Partner, Managing Member	1065
Limited Liability Entity (LLC)	President, Secretary, Treasurer, Vice President, Assistant Treasurer, Chief Accounting Officer, Controller, 1% Shareholder (corporation), Shareholder (S-corporation)	1120

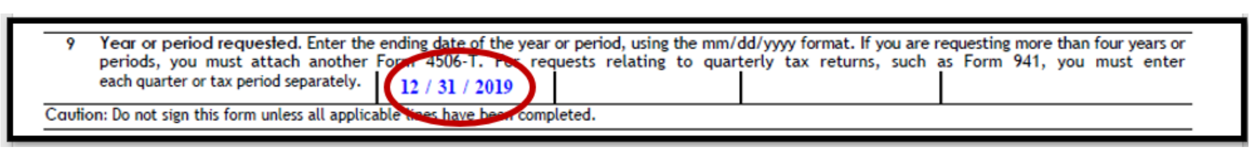
Step 9 – Line 6c

Check only the block at the end of line 6c. Check ONLY 6c. Do NOT check 6a, 6b, 7, or 8.



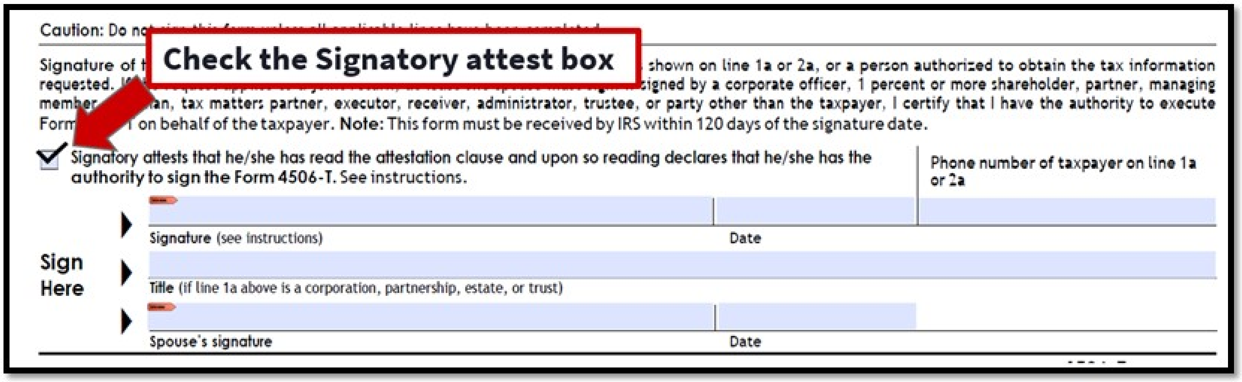
Step 10 – Line 9 (No Action)

Do not alter line 9. It is prefilled with the correct information.



Step 11 – Box Above Signature Line

Check the box **directly above** the signatory line. This box must be checked to indicate the individual signing the form has the authority to do so. You MUST check the box above the signatory line.



Step 12 – Signature

Provide a wet signature on the Signature line by printing the form and signing in ink. This must be the signature of an authorized agent of the business and must be the same person whose government ID is provided in the application.

Step 13 – Title

Include the title of the person who signed on the Signature line. The **box below** the signature must contain the correct title for the person authorized to sign this document.

Acceptable titles:

Acceptable Titles for 4506-T		
Use Form Type then the Business Name to get the correct Title for the form		
Form Type	**Business Name**	**Title**
990	Non Profit / Condo Association	**President (Pres)**
990	Religious Organizations – Churches	**Secretary or Treasurer**
1120	INC, Corp, LTD, PC, PA, MD, Homeowners Association, Condo Association	**President (Pres)**
1120S	No LLC in business title	**President (Pres)**
1120S	LLC (S Corp)	**Managing Member (MGN MBR)**
1065	LLC, LLP, LP	**Partner/Limited Partner (LP)**

***Exception**-A Limited Liability Entity who filed their business under a personal tax return Schedule C, should request the **1040 tax form** Schedule C and **no title** is required on the signature line.

<u>Step 14 – Upload</u>

When you upload the 4506-T to the SVOG portal, you must upload the document in pdf version.

Upload only ONE 4506-T.