



BUSINESS LOAN APPLICATION

Thank you for considering Labette Bank for your business needs. Please complete the application and provide the information requested so that we may quickly review your loan request.

LOAN REQUEST

Amount of Loan Requested: _____

Type of Loan: Line of Credit Term Loan Commercial Real Estate Loan

Requested Term of Loan: _____

Specific Loan Purpose (Check all that apply): Working Capital Purchase Inventory Purchase Equipment
 Purchase Real Estate Purchase Existing Business Refinance Existing Loan or Debts

What collateral will you provide? Accounts Receivable Inventory Equipment Real Estate Vehicles
 Deposit Accounts Securities Other _____

Collateral: Loans are secured by collateral which is property in which a security interest is granted to secure repayment of the loan. The loan collateral may include business assets shown above and collateral appraisals may be required. A pledge of personal assets may be required as additional collateral for the business loan requested is insufficient collateral is available from business assets.

Type of Business: Retail Manufacturer Wholesale Service Agriculture

How long has your business been established? _____

How long has your business been under the current management? _____

MISCELLANEOUS INFORMATION

Does the business owe any taxes from prior years? Yes No How much? _____

Is the business an endorser, guarantor, or co-maker for any obligation not listed in the financial statements? Yes No

Has the business or principal owner ever declared bankruptcy? Yes No If yes, provide details on a separate sheet.

Is the business a defendant in any lawsuit? Yes No If yes, provide details on a separate sheet.

CERTIFICATION

The undersigned certifies that, to the best of his or her knowledge and belief, all information contained in this loan application and in the accompanying statements and documents is true, complete, and correct. The undersigned agrees to notify the Bank immediately of any material changes in this information. It is further agreed that, whether or not the loan herein applied for is approved, the undersigned will pay or reimburse the bank for the costs, if any, of surveys, title or mortgage examinations, appraisals, etc., performed by non-Bank personnel with the consent of the applicant. The undersigned authorizes the Bank to contact any bank and trade creditors it deems necessary without further notice, including, but not limited to, Dunn & Bradstreet reports, or personal credit reports on the owners and guarantors.

Business Name (print): _____

Applicant Signature: _____ Title _____ Date: _____

Guarantor(s) Signature : _____ Date: _____

Guarantor(s) Signature : _____ Date: _____

Guarantor(s) Signature : _____ Date: _____

Guarantor(s) Signature : _____ Date: _____

Conforming Loan Payment Notice

All loan payments must be accompanied by the account number or payment coupon provided. Loan payments must be sent to Labette Bank, P. O. Box 497, Altamont, KS 67330. Loan payments may also be made in person to personnel at any of our branch lobby locations. Our hours of operation for receiving loan payments are 9:00 am – 2:00 pm, Monday – Friday and 9:00 am to 12:00 pm, Saturday (except bank Holidays). The McCune branch will only receive payments until 12:00 pm. each day.

All other payments received will be credited as of the next loan operations business day or as otherwise permitted by law.

BUSINESS LOAN APPLICATION CHECKLIST

This checklist has been provided to assist you through the process of gathering the necessary information for the *initial evaluation* of your loan request. **Complete** information will be necessary to process your application. Forms are provided for items 1-13.

- Loan Request Form** (page 3)
- History and Description** (page 4)
- Financial References** (page 6)
- Personal Financial Statement** - Complete on all owners, partners, officers, directors, key employees, stockholders with 30% or more ownership. (page 7)
- Management Resume** - Provide complete resumes on all individuals referred to above. (page 9)
- List of Obligations** - This schedule must be dated the same as the Interim Business Financial Statement and reflect all outstanding liabilities as shown on the Interim Business Financial Statement. (page 10)
- For New Businesses Only – One Year Cash Flow Projection by Month Plus Estimated Annual Projections for years 2 and 3** (page 11)
- Estimated Projections** (page 12)
- Personal History Statement** (page 13)
- Schedule of Collateral** (page 17)
- Schedule of Previous Government Financing** (page 19)
- Affiliates and/or Subsidiary Businesses** (page 20)
- Request for Transcript of Tax Return** - Must be signed and dated (page 21)

IN ADDITION, PROVIDE THE FOLLOWING FOR APPLICANT BUSINESS AND AFFILIATES

- Business Financial Statements and Complete Tax Returns with All Schedules** - Income statement, balance sheets, and tax returns for three prior year-end periods and must be signed.
- Interim Business Financial Statements** – Income statement & balance sheet dated not over 60 days from application date
- Personal Tax Returns** – Attach federal tax returns for past three years on each individual referred to in personal financial statement section
- Summary Aging of Accounts Receivable and Payable** – Must agree to balances shown on interim balance sheet
- Copy of resolution authorizing businesses to borrower and/or open accounts**

OTHER (only if applicable):

- Copy of Existing or Proposed Lease Agreements**
- Copy of Partnership Agreements or Limited Liability Company Operating Agreements**
- Copy of Articles of Incorporation & Bylaws**
- Copy of Contractor Bids** (construction projects only)

Loan Request Form
Copies of pages can be made as appropriate.

APPLICANT COMPANY

Company Name _____ Telephone _____
Address _____
City _____ State _____ Zip _____
Date Established _____ Name of Franchise (if applicable) _____

- Type of Entity: Corporation "S" or C"
 Sole Proprietorship (d/b/a)
 General Partnership
 Limited Partnership
 LLC (# of members):

OWNERSHIP OF APPLICANT COMPANY

List below all owners, partners, and stockholders with 20% or more ownership interest.

Name _____	Name _____
Title _____	Title _____
Address _____	Address _____
City, State, Zip _____	City, State, Zip _____
Telephone _____	Telephone _____
Percent of Ownership _____	Percent of Ownership _____
Social Security No. _____	Social Security No. _____

Name _____	Name _____
Title _____	Title _____
Address _____	Address _____
City, State, Zip _____	City, State, Zip _____
Telephone _____	Telephone _____
Percent of Ownership _____	Percent of Ownership _____
Social Security No. _____	Social Security No. _____

(If additional owners, please attach on a separate sheet.)

AFFILIATES

List below all business concerns in which the applicant company or any of the individuals listed in the Ownership Section above have any ownership.

Name _____	Name _____
Title _____	Title _____
Address _____	Address _____
City, State, Zip _____	City, State, Zip _____
Telephone _____	Telephone _____
Percent of Ownership _____	Percent of Ownership _____

(If additional affiliates, please attach on a separate sheet)

History and Description of Business

Is project location different from your company's location?

Project Location Street

City

State

Zip

Company's Federal I.D. Number

Company's Fiscal Year

Is your business a

New Business

Existing Business

Is the project a relocation of your business?

When did you buy or start this business?

Why did you create or acquire your company?

Explain how the company has evolved (or will evolve) under your leadership.

How has the company changed recently?

What is the purpose of this project and how does it affect your company?

If you have had previous SBA financing, what is the present loan balance?

List all other government financing applied for or received.

PRODUCT LINE

Type of product(s) manufactured or service provided?

OPERATION

Key people involved in the operation of the company and their responsibilities?

Detail on how the product(s) is(are) manufactured, or service provided?

If the company is a franchise, how does the franchise impact the operations?

How often are the financials prepared and by whom?

Who reviews the financials?

Are the products and key people insured?			
Are the transactions reviewed for legal and risk concerns?		By Whom?	
What provision do you have for health, life and disability insurance? insurance?		Are you required to have Workers' Compensation	
Do you have the need for performance bonding?			
MARKETS			
What markets are targeted or served?		What is the forecast for the market?	
Type of marketing programs used?			
Sales levels and market share? (Cross reference with cash flow explanations and projections.)			
COMPETITION			
Who are the main competitors?		How do you deal with the competitors?	
What sets your company apart from the competition?			
EMPLOYMENT			
Levels past , present and future.	Existing (including affiliates)	Retained	New (within 18 months)
PROFESSIONAL ASSOCIATIONS			
What associations do you and/or your company belong to?			
If none, do you and/or your company plan to be associated with any organizations in the future?			
Are there any conferences or trade shows you attend or participate in?			
Are there any trade publications you subscribe to?			

Financial References

(Additional financial information may be provided under separate cover)

PROFESSIONAL ASSISTANCE

Attorney's Name _____
 Firm _____
 Address _____
 City, State, Zip _____
 Telephone _____
 Contact _____

Attorney's Name _____
 Firm _____
 Address _____
 City, State, Zip _____
 Telephone _____
 Contact _____

BANK REFERENCES (Business and Personal)

Name _____
 Address _____
 City, State, Zip _____
 Telephone _____
 Contact _____

Name _____
 Address _____
 City, State, Zip _____
 Telephone _____
 Contact _____

INSURANCE COMPANY

Contact _____ Telephone _____

Estimated Project Costs

Land Acquisition	\$ _____
New Building Construction	\$ _____
Contingency/Overruns	\$ _____
Existing Land and Building	\$ _____
Improvements/Repairs	\$ _____
Acquisition of Machinery/Equipment	\$ _____
Acquisition of Furniture/Fixtures	\$ _____
Inventory Purchase	\$ _____
Working Capital (including Accounts Payable)	\$ _____
Acquisition of all or part of Existing Business	\$ _____
Payoff Bank Loan	\$ _____
Other Debt Payment	\$ _____

TOTAL ESTIMATED PROJECT AMOUNT \$ _____

LESS OWN CASH/EQUITY TO BE INJECTED \$ _____

TOTAL LOAN REQUESTED FOR PROJECT \$ _____

Sources of Equity:	Cash from personal resources	\$ _____
	Cash from business	\$ _____

Other Sources \$ _____

Of Equity: _____ \$ _____

_____ \$ _____

_____ \$ _____

PERSONAL FINANCIAL STATEMENT

Statement of Financial Condition As Of ____ / ____ / ____

Applicant Name:	Business Phone
Co-Applicant Name:	Business Phone
Residence Address	Residence Phone
City, State, & Zip	

JOINT CREDIT APPLICATION	
By submitting this Personal Financial Statement, we intend to apply for joint credit.	
_____ Applicant Signature	_____ Co-Applicant Signature

ASSETS	AMOUNT (\$)	LIABILITIES & NET WORTH	AMOUNT (\$)
Cash in Bank (including money market accounts, CDs)		Notes Payable to Bank	
		Secured	
		Unsecured	
Cash in Other Financial Institutions (List) (including money market accounts, CDs)		Notes Payable to Others (Schedule F)	
		Secured	
		Unsecured	
		Credit Cards & Accounts Payable	
		Margin Accounts	
Readily Marketable Securities (Schedule A)		Notes Due to Privately Owned Businesses	
Non-Readily Marketable Securities (Schedule A)		Taxes Payable	
Ownership in Privately Owned Businesses (Schedule B)		Personal Residential Mortgages (Schedule D)	
Notes Receivable from Business		Investment Real Estate Debt (Schedule E)	
Notes Receivable from Others		Life Insurance Loans (Schedule C)	
Net Cash Surrender Value of Life Insurance (Schedule C)		Other Liabilities (List):	
Real Estate for Personal Use (Schedule D)			
Real Estate Investments (Schedule E)			
Retirement Accounts (IRA, Keogh, Profit Sharing & Other)			
Automobiles			
		Total Liabilities	
Other Assets (List):			
		Net Worth (Total Assets minus Total Liabilities)	
Total Assets		Total Liabilities & Net Worth	

SOURCES OF INCOME	
Salary	
Bonus and Commissions	
Interest & Dividends	
Real Estate Income	
<small>You need not disclose alimony, child support or separate maintenance income unless you wish the Bank to consider them in a credit decision.</small>	
Other Income (please itemize)	
Total Income	

CONTINGENT LIABILITIES	
As Guarantor, Endorser, or Co-maker	
On Leases or Contracts	
Legal Claims	
Provisions for Federal Income Taxes	
Other Special Debt	
Total Contingent Liabilities	

REPRESENTATIONS AND WARRANTIES

The information contained in this statement is provided to induce Bank to extend or to continue the extension of credit to the undersigned or to others upon the guarantee of the undersigned. The undersigned acknowledge and understand that the Bank is relying on the information provided herein in deciding to grant or to continue to grant credit or to accept a guarantee thereof. Each of the undersigned represents, warrants, and certifies that the information provided herein is true, correct, and complete. Each of the undersigned agrees to notify the Bank immediately and in writing of any change in name, address or employment and of any material adverse change (1) in any of the information contained in this statement or (2) in the financial condition of any of the undersigned or (3) in the ability of any of the undersigned to perform their obligations to the Bank. In the absence of such notice or a new and full written statement, this should be considered as a continuing statement and substantially correct. If the undersigned fail to notify the Bank as required above, or if any of the information herein should prove to be inaccurate or incomplete in any material respect, the Bank may declare the indebtedness of the undersigned or the indebtedness guaranteed by the undersigned, as the case may be, immediately due and payable. Bank is authorized to make all inquiries it deems necessary to verify the accuracy of the information contained herein and to determine the creditworthiness of the undersigned. Each of the undersigned authorizes Bank to answer questions about the Bank's credit experience with the undersigned. As long as any obligation or guarantee of the undersigned to Bank is outstanding, the undersigned shall supply annually an updated personal financial statement. This personal financial statement and any other financial or other information that the undersigned gives Bank shall become the property of the Bank.

The undersigned authorize any person or consumer reporting agency to give Bank a copy of the undersigned's credit report and any other financial information it may have on the undersigned, and to prepare at Bank Bank's request, a consumer investigative report.

Signature:	Date:	Social Security Number:
Signature:	Date:	Social Security Number:

(Rev. 9/06)

MANAGEMENT RESUME

All owners over 20%, partners, directors, stockholders, & key managers should complete a resume which includes the items listed below. Please duplicate the form as needed.

PERSONAL

Name _____ SS# _____
First Middle Maiden Last

Date of Birth _____ Place of Birth _____

Residence Telephone _____

Residence Address _____
Street City State Zip

Previous Address _____
Street City State Zip

Lived there from _____ to _____ (month and year)

Spouse's Name _____ SS# _____
First Middle Maiden Last

Are you a U.S. citizen? Yes No

If no, give Alien Registration Number _____, and copy of green card, front and back.

Have you ever been charged with or convicted of any criminal offense other than a misdemeanor involving a motor vehicle violation? Yes No If yes, furnish details in a separate exhibit.

Have you ever declared bankruptcy? Yes No If yes, furnish details in a separate exhibit.

Are you presently under indictment, on parole or probation? Yes No If yes, furnish details in a separate exhibit.

EDUCATION

Type of Degree	Name & Location of Institution	Dates From/ To	Major	Did you Graduate?
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

MILITARY SERVICE BACKGROUND

Branch _____ From _____ To _____
Honorable Discharge? _____ Rank at Discharge _____

WORK EXPERIENCE (List chronologically, beginning with present employment)

From _____ To _____ Title _____

Duties _____

Company Name/Location _____

From _____ To _____ Title _____

Duties _____

Company Name/Location _____

From _____ To _____ Title _____

Duties _____

Company Name/Location _____

Note: You may include additional relevant information on a separate exhibit.

Signature _____ Date _____

LIST OF OBLIGATIONS

Please list all contracts, notes and mortgages payable and reconcile with figures on balance Sheet (indicate an* by items to be paid from loan proceeds). Do not include personal debt. Include only debt owed by the business. Do not include Trade Payables. Only notes and contracts which constitute a fixed obligation of the business should be itemized.

To Whom Payable	Original Amount	Original Date	Present Balance	Rate of Interest	Maturity	Monthly Payment	Collateral Securing Loan
Existing Debt:							
				%			
				%			
				%			
				%			
				%			
Proposed Debt:							
				%			
				%			

	20	20	Current Year to Date
Beginning Surplus or Net Worth			
Profit or Loss			
Dividends			
Withdrawals			
Paid in			
Revaluation of Assets			
Other Additions (Explain)			
Other Charges (Explain)			
Ending Net Worth			

Note: Accounts receivable and accounts payable must reconcile with current balance sheet to be provided with application.

Aging	A/R	A/P
Under 30 days		
30-59 days		
60-89 days		
90-119 days		
120 days over		
Uncollectible		
TOTALS		

ESTIMATED PROJECTIONS

ATTACH A NARRATIVE EXPLAINING YOUR BASIS FOR FIGURES

YEAR	20 _____	20 _____	20 _____
A GROSS RECEIPTS	_____	_____	_____
B COSTS OF GOODS SOLD	_____	_____	_____
C GROSS PROFIT (A-B)	=====	=====	=====
EXPENSES:			
D Officers Salaries	_____	_____	_____
E Employee Wages:			
Administrative	_____	_____	_____
Production	_____	_____	_____
F Account & Legal	_____	_____	_____
G Advertising	_____	_____	_____
H Rent	_____	_____	_____
I Depreciation	_____	_____	_____
J Supplies	_____	_____	_____
K Utilities & Telephone	_____	_____	_____
L Interest	_____	_____	_____
M Repairs	_____	_____	_____
N Taxes	_____	_____	_____
O Insurance	_____	_____	_____
P Bad Debts	_____	_____	_____
Q Misc. (Itemize if large)	_____	_____	_____
R TOTAL EXPENSES: (SUM OF D THRU Q)	=====	=====	=====
S NET PROFIT (C – R)	_____	_____	_____
T Less Income Taxes	_____	_____	_____
U Less Withdrawals	_____	_____	_____
V AVAILABLE FOR LOAN PAYMENT (S-T-U+I+L)	=====	=====	=====

ONE YEAR MONTHLY CASH FLOW PROJECTION (see your CDC for assistance)

Company:

MONTH	START	1	2	3	4	5	6	7	8	9	10	11	12	TOTAL
Sales: Cash														
Credit														
Total Sales														
Cost of Sales (COGS)														
Gross Profit														

SELLING & GENERAL ADMINISTRATIVE EXPENSES (SGA):

Officer Salary (ies)														
Wages														
Rent-Property														
Rent-Equipment														
Auto/Truck Expenses														
Office Supplies														
Advertising														
Telephone & Utilities														
Bad Debts														
Taxes/Licenses														
Depreciation														
Repairs/Maintenance														
Accounting/Legal														
Interest-CDC														
Interest-Other														
Office Expenses														
Royalties														
Miscellaneous														
Other														
Total Expenses														
Net Profit														

Please attach assumptions to this projection.
Please indicate seasonality during the year.

Signature _____ Date _____

NOTICES REQUIRED BY LAW

The following is a brief summary of the laws applicable to this solicitation of information.

Paperwork Reduction Act (44 U.S.C. Chapter 35)

SBA is collecting the information on this form to make a character and credit eligibility decision to fund or deny you a loan or other form of assistance. The information is required in order for SBA to have sufficient information to determine whether to provide you with the requested assistance. The information collected may be checked against criminal history indices of the Federal Bureau of Investigation.

Privacy Act (5 U.S.C. § 552a)

Any person can request to see or get copies of any personal information that SBA has in his or her file, when that file is retrieved by individual identifiers, such as name or social security numbers. Requests for information about another party may be denied unless SBA has the written permission of the individual to release the information to the requestor or unless the information is subject to disclosure under the Freedom of Information Act.

Under the provisions of the Privacy Act, you are not required to provide your social security number. Failure to provide your social security number may not affect any right, benefit or privilege to which you are entitled. Disclosures of name and other personal identifiers are, however, required for a benefit, as SBA requires an individual seeking assistance from SBA to provide it with sufficient information for it to make a character determination. In determining whether an individual is of good character, SBA considers the person's integrity, candor, and disposition toward criminal actions. In making loans pursuant to section 7(a)(6) the Small Business Act (the Act), 15 USC § 636 (a)(6), SBA is required to have reasonable assurance that the loan is of sound value and will be repaid or that it is in the best interest of the Government to grant the assistance requested. Additionally, SBA is specifically authorized to verify your criminal history, or lack thereof, pursuant to section 7(a)(1)(B), 15 USC § 636(a)(1)(B). Further, for all forms of assistance, SBA is authorized to make all investigations necessary to ensure that a person has not engaged in acts that violate or will violate the Act or the Small Business Investment Act, 15 USC §§ 634(b)(11) and 687b(a). For these purposes, you are asked to voluntarily provide your social security number to assist SBA in making a character determination and to distinguish you from other individuals with the same or similar name or other personal identifier.

When the information collected on this form indicates a violation or potential violation of law, whether civil, criminal, or administrative in nature, SBA may refer it to the appropriate agency, whether Federal, State, local, or foreign, charged with responsibility for or otherwise involved in investigation, prosecution, enforcement or prevention of such violations. See 74 Fed. Reg. 14890 (2009) for other published routine uses.

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EXHIBIT 11

Please sign and date one of the statements listed below:

SCHEDULE OF ANY PREVIOUS GOVERNMENT FINANCING

Name of Agency	Original Date	Amount	Outstanding Balance	Collateral	Status of Debt
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

To the best of this company's recollection, the government financing listed above is the only type of financing incurred by the company, principals, and/or affiliates of the company.

Signature of Applicant and Title

Date _____

**IF THE ABOVE STATEMENT IS NOT APPLICABLE, PLEASE
SIGN AND DATE THE STATEMENT BELOW:**

This company, its principals or any of its affiliates do not have any other type of government financing. Furthermore, to our best knowledge, the company, its principals nor any of its affiliates have not had any type of previous government financing.

Signature of Applicant and Title

Date _____

EXHIBIT 12

Please sign and date one of the statements listed below:

AFFILIATES AND/OR SUBSIDIARY FIRMS

This company, its owners and/or majority stockholders do not own or have a controlling interest in any other businesses.

_____ Date _____
Signature of Applicant and Title

**IF THE ABOVE STATEMENT IS NOT TRUE, PLEASE LIST YOUR
AFFILIATE COMPANIES BELOW AND SIGN AND DATE
THE STATEMENT BELOW:**

This company has affiliate companies that are listed below. In addition, the last two (2) fiscal year tax returns (signed and dated) and a current financial statement (no older than 60 days) is attached for each of the below listed firms.

1. Name/Address _____
Which principal is affiliated? _____ Ownership % _____
2. Name/Address _____
Which principal is affiliated? _____ Ownership % _____
3. Name/Address _____
Which principal is affiliated? _____ Ownership % _____
4. Name/Address _____
Which principal is affiliated? _____ Ownership % _____

See attached historical and interim financial documents.

Request for Transcript of Tax Return

Department of the Treasury
Internal Revenue Service

- ▶ Do not sign this form unless all applicable parts have been completed.
Read the instructions on page 2.
- ▶ Request may be rejected if the form is incomplete, illegible, or any required part was blank at the time of signature.

TIP: Use new Form 4506-T to order a transcript or other return information free of charge. See the product list below. You can also call 1-800-829-1040 to order a transcript. If you need a copy of your return, use **Form 4506**, 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 or employer identification number (see instructions)
2a If a joint return, enter spouse's name shown on tax return	2b Second social security number if joint tax return : : : :
3 Current name, address (including apt., room, or suite no.), city, state, and ZIP code	
4 Address, (including apt., room, or suite no.), city, state, and ZIP code shown on the last return filed if different from line 3	
5 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. The IRS has no control over what the third party does with the tax information.	

CAUTION: Lines 6 and 7 must be completed if the third party requires you to complete Form 4506-T. Do not sign Form 4506-T if the third party requests that you sign Form 4506-T and lines 6 and 7 are blank.

6 Product requested. Most requests will be processed within 10 business days. If the product requested relates to information from a return filed more than 4 years ago, it may take up to 30 days. Enter the return number here and check the box below. ▶ _____

a Return Transcript, which includes most of the line items of a tax return as filed with the IRS. Transcripts are generally available for the following returns: Form 1040 series, Form 1065, Form 1120, Form 1120A, Form 1120H, Form 1120L, and Form 1120S. Return transcripts are available for the current year and returns processed during the prior 3 processing years

b Account Transcript, which contains information on the financial status of the account, such as payments made on the account, penalty assessments, and adjustments made by you or the IRS after the return was filed. Return information is limited to items such as tax liability and estimated tax payments. Account transcripts are available for most returns

c Record of Account, which is a combination of line item information and later adjustments to the account. Available for current year and 3 prior tax years

d Verification of Nonfiling, which is proof from the IRS that you did not file a return for the year

e Form W-2, Form 1099 series, Form 1098 series, or Form 5498 series transcript. The IRS can provide a transcript that includes data from these information returns. State or local information is not included with the Form W-2 information. The IRS may be able to provide this transcript information for up to 10 years. Information for the current year is generally not available until the year after it is filed with the IRS. For example, W-2 information for 2003, filed in 2004, will not be available from the IRS until 2005. If you need W-2 information for retirement purposes, you should contact the Social Security Administration at 1-800-772-1213

CAUTION: If you need a copy of Form W-2 or Form 1099, you should first contact the payer. To get a copy of the Form W-2 or Form 1099 filed with your return, you must use Form 4506 and request a copy of your return, which includes all attachments.

7 Year or period requested. Enter the ending date of the year or period, using the mm/dd/yyyy format. If you are requesting more than four years or periods, you must attach another Form 4506-T.

_____ / _____ / _____
 _____ / _____ / _____
 _____ / _____ / _____
 _____ / _____ / _____

Signature of taxpayer(s). I declare that I am either the taxpayer whose name is shown on line 1a or 2a, or a person authorized to obtain the tax information requested. If the request applies to a joint return, **either** husband or wife must sign. If signed by a corporate officer, partner, guardian, tax matters partner, executor, receiver, administrator, trustee, or party other than the taxpayer, I certify that I have the authority to execute Form 4506-T on behalf of the taxpayer.

Sign Here	Signature (see instructions)	Date	Telephone number of taxpayer on line 1a or 2a ()
	Title (if line 1a above is a corporation, partnership, estate, or trust)		
	Spouse's signature	Date	

A Change To Note

• **New Form 4506-T**, Request for Transcript of Tax Return, is used to request tax return transcripts, tax account transcripts, W-2 information, 1099 information, verification of non-filing, and a record of account. **Form 4506**, Request for Copy of Tax Return, is now used only to request copies of tax returns.

Instructions

Purpose of form. Use Form 4506-T to request tax return information. You can also designate a third party to receive the information. See line 5.

Where to file. Mail or fax Form 4506-T to the address below for the state you lived in when that return was filed. There are two address charts: one for individual transcripts (Form 1040 series) and one for all other transcripts.

Note: *If you are requesting more than one transcript or other product and the chart below shows two different service centers, mail your request to the service center based on the address of your most recent return.*

Chart for individual transcripts (Form 1040 series)

If you lived in and filed an individual return:	Mail or fax to the Internal Revenue Service at:
Maine, Massachusetts, New Hampshire, New York, Vermont	RAIVS Team 310 Lowell St. Stop 679 Andover, MA 01810 978-691-6859
Alabama, Florida, Georgia, Mississippi, North Carolina, South Carolina, West Virginia, Rhode Island	RAIVS Team 4800 Buford Hwy. Stop 91 Chamblee, GA 30341 678-530-5326
Arkansas, Colorado, Kentucky, Louisiana, New Mexico, Oklahoma, Tennessee, Texas	RAIVS Team 3651 South Interregional Hwy. Stop 6716 Austin, TX 78741 512-460-2272
Alaska, Arizona, California, Hawaii, Idaho, Montana, Nevada, Oregon, Utah, Washington, Wyoming	RAIVS Team Stop 38101 Fresno, CA 93888 559-253-4992
Delaware, Illinois, Indiana, Iowa, Kansas, Michigan, Minnesota, Missouri, Nebraska, North Dakota, South Dakota, Wisconsin	RAIVS Team Stop B41-6700 Kansas City, MO 64999 816-823-7667
Ohio, Virginia	RAIVS Team 5333 Getwell Rd. Stop 2826 Memphis, TN 38118 901-546-4175

Connecticut, District of Columbia, Maryland, New Jersey, Pennsylvania, a foreign country, or A.P.O. or F.P.O. address

RAIVS Team
DP SE 135
Philadelphia, PA 19255-0695

215-516-2931

Chart for all other transcripts

If you lived in:	Mail to the Internal Revenue Service at:
Alabama, Alaska, Arizona, Arkansas, California, Colorado, Florida, Georgia, Hawaii, Idaho, Iowa, Kansas, Louisiana, Minnesota, Mississippi, Missouri, Montana, Nebraska, Nevada, New Mexico, North Dakota, Oklahoma, Oregon, South Dakota, Tennessee, Texas, Utah, Washington, Wyoming	RAIVS Team Mail Stop 6734 Ogden, UT 84201 801-620-6922
Connecticut, Delaware, District of Columbia, Illinois, Indiana, Kentucky, Maine, Maryland, Massachusetts, Michigan, New Hampshire, New Jersey, New York, North Carolina, Ohio, Pennsylvania, Rhode Island, South Carolina, Vermont, Virginia, West Virginia, Wisconsin	RAIVS Team P.O. Box 145500 Stop 2800F Cincinnati, OH 45250 859-669-3592

Line 1b. Enter your employer identification number if your request relates to a business return. Otherwise, enter the first social security number (SSN) shown on the return. For example, if you are requesting Form 1040 that includes Schedule C (Form 1040), enter your SSN.

Signature and date. Form 4506-T must be signed and dated by the taxpayer listed on line 1a or 2a. If you completed line 5 requesting the information be sent to a third party, the IRS must receive Form 4506-T within 60 days of the date signed by the taxpayer or it will be rejected.

Individuals. Transcripts of jointly filed tax returns may be furnished to either spouse. Only one signature is required. Sign Form 4506-T exactly as your name appeared on the original return. If you changed your name, also sign your current name.

Corporations. Generally, Form 4506-T can be signed by: (1) an officer having legal authority to bind the corporation, (2) any person designated by the board of directors or other governing body, or (3) any officer or employee on written request by any principal officer and attested to by the secretary or other officer.

Partnerships. Generally, Form 4506-T can be signed by any person who was a member of the partnership during any part of the tax period requested on line 7.

All others. See section 6103(e) if the taxpayer has died, is insolvent, is a dissolved corporation, or if a trustee, guardian, executor, receiver, or administrator is acting for the taxpayer.

Documentation. For entities other than individuals, you must attach the authorization document. For example, this could be the letter from the principal officer authorizing an employee of the corporation or the Letters Testamentary authorizing an individual to act for an estate.

Privacy Act and Paperwork Reduction Act Notice. We ask for the information on this form to establish your right to gain access to the requested tax information under the Internal Revenue Code. We need this information to properly identify the tax information and respond to your request. Sections 6103 and 6109 require you to provide this information, including your SSN or EIN. If you do not provide this information, we may not be able to process your request. Providing false or fraudulent information may subject you to penalties.

Routine uses of this information include giving it to the Department of Justice for civil and criminal litigation, and cities, states, and the District of Columbia for use in administering their tax laws. We may also disclose this information to Federal and state agencies to enforce Federal nontax criminal laws and to combat terrorism.

You are not required to provide the information requested on a form that is subject to the Paperwork Reduction Act unless the form displays a valid OMB control number. Books or records relating to a form or its instructions must be retained as long as their contents may become material in the administration of any Internal Revenue law. Generally, tax returns and return information are confidential, as required by section 6103.

The time needed to complete and file Form 4506-T will vary depending on individual circumstances. The estimated average time is: **Learning about the law or the form**, 10 min.; **Preparing the form**, 11 min.; and **Copying, assembling, and sending the form to the IRS**, 20 min.

If you have comments concerning the accuracy of these time estimates or suggestions for making Form 4506-T simpler, we would be happy to hear from you. You can write to the Tax Products Coordinating Committee, Western Area Distribution Center, Rancho Cordova, CA 95743-0001. **Do not** send the form to this address. Instead, see **Where to file** on this page.