



COVID Aid Site Launches & Crashes

It was signed into law on December 27. It promises \$16 billion in aid to entertainment businesses, especially performance venues. It was turned over to the **Small Business Administration** (SBA) to deliver the funds. The Save Our Stages effort bore fruit with the Shuttered Venue Operators Grant program.

The SBA finally launched a web site providing information and applications on April 8. It promptly crashed.

"There are \$16 billion to help people but when zero of that's been paid and not one person has been able to get any help," local promoter Brian Drusky told WESA-FM's Bill O'Driscoll. "It's frustrating to a lot of people."

The New York Times' Stacy Cowley writes that "one applicant posted [online] a screenshot show-

ing that he was in line behind 6,000 others" waiting to apply.

Twelve days later, *Variety's* Jem Aswald reported that Senators Amy Klobuchar and John Cornyn wrote to the SBA's recently installed leader on behalf of hundreds of senators and congressmen: "With each passing day, more independent businesses are forced to shutter permanently or file for bankruptcy. Landlords and banks are no longer permitting deferrals and are pressing for immediate payment of past due accounts; businesses are receiving eviction notices; mom-and-pop businesses are being forced to sell. The Administration's announcement is critical to these businesses as they work to meet existing debt obligations during these unprecedented times."

Senator Bob Casey Jr. from Pennsylvania is among the signers. The full text and complete list can be read by clicking [here](#).

The grant program is available to entertainment businesses --- from concert venues to talent agencies --- to apply for aid up to \$10 million if they've lost at least 25% of revenue due to the pandemic.

The site was fully functional by the end of April. But applicants need to be prepared. One venue owner told Cowley that "she uploaded more than 100 documents for her application" but called the result "such a relief."

Rex Theatre News

Is the shuttered Rex Theatre about to reopen?

According to the Pennsylvania Liquor Control Board (PLCB), a company called **Loft Lounge South** has applied for a liquor license at the theatre. A notice posted outside the Rex identifies the law firm of **Flaherty & O'Hara** representing Loft Lounge.

Bizapedia.com identifies Loft Lounge South as a company incorporated on April 17, 2020 with what appears to be an apartment at the South Side Works as its address.

Flaherty & O'Hara's web site indicates that liquor licensing is one of its specialties. *Pittsburgh Applause* sent an email to attorney Mark Flaherty on April 28 but there was no response at press time.



Scroll down to
page 13
for our special
section on
applying for
a grant.

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Arts Fest Returns

Things aren't quite normal yet in the Pittsburgh Cultural District. But they will be getting close starting this June.

The Pittsburgh Cultural Trust (PCT) has announced the return of the Three Rivers Arts Festival. Last year's fest was downsized and entirely virtual. This year, actual events will be held --- albeit with restrictions. These are mostly free tickets and timed entry [as explained here](#).



PCT is also reopening its galleries in the district. "This is definitely an honor to be the first installation [since lockdown]," artists Fran Ledonio Flaherty told the *Pittsburgh Tribune-Review's* Joanne Klimovich Harrop. These exhibits also have restrictions [per the article](#).

However, one venue is closing for good: Future Tenant. The project began in 2002 as a joint effort between the PCT and **Carnegie Mellon University** to provide opportunities to art students. It closed in 2019 and never reopened, in part, because of the pandemic.

MF Names Haldeman ED

The interim head of the **Mattress Factory** has been appointed to the post permanently, the museum announced on April 14.

Hayley Haldeman was named interim executive director in 2019 when the Mattress Factory was reeling from the death of its founder and the subsequent sexual harassment issues.

"Hayley has done the focused and essential work of leading the Mattress Factory through the challenges of COVID-19," Dr. Michael White, board chairman, explained in a press release. "[She stabilized] our finances and [the] building needed infra-

structure that will ensure the organizational strength of the Museum. We are honored that she has agreed to lead the Mattress Factory as we complete a long-range strategic plan that will guide us into the future."

In addition, Ian Alden Russell has been given the newly created position of Director of Curating. Russell's career has taken him from Ireland to China to Turkey and the United Kingdom.

TheWrap.com's Joe McGovern has created an interesting article (complete with images) on how the production team recreated Chicago in an abandoned Pittsburgh factory.

Click the camera to read it.

Porter To Direct Film

Pittsburgh native Billy Porter is coming home to make his film directorial debut, reports Michael Machosky for NEXTpittsburgh.com

The **Carnegie Mellon University** alum won a Tony Award in 2013 for his role in the Broadway musical "Kinky Boots" and a Grammy Award for the related cast album. In 2019, Porter earned an Emmy Award for his role on the cable television series "Pose." He is now set to direct "What If" this summer.

"It's a teenage coming-of-age rom-com about a Black transgender senior in high school, who's, you know, just trying to get a boyfriend and go to the prom and get into college," Porter tells Machosky. Read the full article [here](#).

His other projects including voicing the evil plant Audrey II in the upcoming film remake of "Little Shop of Horrors" starring Chris Evans and Scarlett Johansson.



NEP Gets Eurovision Deal

Another sign of a (possible) post-pandemic world: the Dutch division of Pittsburgh-based production services company **NEP Group** is providing facilities to a revived Eurovision.



Began in 1956, the Eurovision Song Contest is an annual international song competition organized by the **European Broadcasting Union** (EBU). Winning artists over the decades include Johnny Logan, ABBA, Celine Dion and the Olsen Brothers. The contest was cancelled in 2020 due to coronavirus. The event returns May 18. Its host will be the Kingdom of the Netherlands in that country's second-largest city, Rotterdam.

"Eurovision is of unknown scale, complexity and range," explains NEP's Ralf van Vegten in a press release, "so we're very honored to be involved again. NEP also develops and delivers the graphics and AR elements, which are being controlled by our own software and crew. The Eurovision Song-festival is finally an event that connects people and something the public is really looking forward to. That's why the expectations and quality standards are higher than ever before. To match these expectations, we will deploy the finest technical solutions, equipment and the best crew to meet the highest quality standard and to ensure that this will be an unforgettable event." More than two dozen cameras, 130 video signals and 140 intercom panels are among the elements involved.

In other news, David Nathanson of **The Carlyle Group** has joined NEP's board of directors. Nathanson is a four-time Emmy Award winner for his work in Sports media and helped launch several regional sports networks.

Union Offers Dues Help

The members of **SAG-AFTRA** are being given a little more breathing room: the union has announced that its extending its COVID relief program into May. "Members experiencing COVID-19-related financial hardship can request and will be granted a due date extension and an installment plan on or before June 9, 2021," explains the announcement. May's dues can be paid in two separate installments with no late fees and no adverse impact on work eligibility.

Nevertheless, the union is encourage members who can pay their May dues on time to do so "to allow the critical services of the union, such as residuals processing and contract negotiation and enforcement, to continue without disruption."

SAG-AFTRA is also having a members opinion survey help "better understand your needs will allow us to more effectively advocate for you and our industry." The union promises full confidentiality. To participate, click [here](#).

A

GPAC Responds to the COVID-19 Crises

Click here to read how the Greater Pittsburgh Arts Council is trying to help local artists and groups.





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Z Out As News Pres

Once again, CBS News is in turmoil.

The division is part of **ViacomCBS**, which owns two Pittsburgh television stations and (through its controlling stake in **Audacy**) three local radio stations. A formal announcement was made on April 15 that Susan Zirinsky is stepping down as president of CBS News.



A respected news producer, Zirinsky --- purported to be the inspiration for Holly Hunter's character in the 1987 film "Broadcast News" --- took on top job in 2019. It was a time when the company (especially the news division) was hit by sexual harassment scandals involving CEO Les Moonves and journalist Charlie Rose. She has seen some success

in her short tenure --- "CBS This Morning" is enjoying increased ratings and overall staff morale is said to be better. But Z (her nickname) has chafed at the restrictions that come with the job. *The New York Post* reported that, during a budget meeting, Z had shared a note she had just written: "I hate my job."

The company is restructuring by merging CBS News and CBS Television Stations (which includes KDKA) into a single division. It will be jointly run by Neeraj Khemiani and Wendy McMahon. Z is being moved back into a news producer's position.

Meanwhile, the web site pbrtv.com reported on April 27 that KDKA-TV's new transmitter is up and running. "The 20-year-old tube style transmitter was shut down about two weeks ago. The 650 foot transmission line also underwent repair after some severe damage from passing storms." It took about a month for the new, state-of-the-art transmitter to be installed.

Local PSO Web Series Up For Webby

The local firm **Flying Scooter Productions** has been nominated for a Webby Award, reports Tyler Dague for the *Pittsburgh Post-Gazette*.

Established in 1996, The Webbys is presented by **the International Academy of Digital Arts and Sciences** to honor excellence in

seven major categories: Websites, Video, Advertising, Media & PR, Social, Apps, Mobile, & Voice, Games and Podcasts.

Flying Scooter is nominated for the concert series "Front Row" starring the **Pittsburgh Symphony Orchestra**. Each installment was recorded at a different

PSO Names New COO

Marty Bates has been appointed Executive Vice President and Chief Operating Officer of the **Pittsburgh Symphony Orchestra** (PSO), the orchestra has announced.

Bates comes to the PSO from **Audia Group**, a large, privately-owned plastics manufacturer based in rural Washington County. He has also been a long-time PSO volunteer, hosting chamber music events.



"Marty's deep commitment to our mission, the PSO's Melia Tourangeau said in a press release, "and his impressive reputation for strategic thinking, execution and achieving results on a global basis, makes him the right choice to lead our operations."

In other news, the PSO has also added three new members to its board of directors: Eric Boughner and Huma Mohiuddin, both of BNY Mellon; and child psychiatrist Dr. Gina Laite.

location such as the Andy Warhol Museum.

Read the [full article](#). The public can vote for the winners through May 6 at webbyawards.com

Zoo Lions Test Positive For COVID-19

Two lions at the **Pittsburgh Zoo & PPG Aquarium** have been tested positive COVID-19, the institution announced on April 15.

There have been sporadic reports across the globe on animals,

including a few household pets, becoming infected. **The Centers for Disease Control (CDC)** assures the public that "based on the available information to date, the risk of animals spreading COVID-19 to people is considered to be low" while advising "people with



suspected or confirmed COVID-19 should avoid contact with animals, including pets, livestock, and wildlife." Nevertheless, the **Mayo Clinic** recommends that people infected with COVID-19 isolate themselves "from everyone else, including your pet. If possible, have another person in your household care for your pet." Learn more from the CDC by clicking [here](#).

The zoo's press release explains that the two lions "were displaying clinical signs of occasional coughing and diarrhea but were

otherwise normal. However, positive cases at other zoos prompted the veterinary team to test all six animals out of an abundance of caution, even though four of the lions were reportedly healthy. [We have] been closely following CDC guidelines and have been in close contact with experts who have been monitoring and testing for this disease."

It is believed that the cats were inadvertently infected by an asymptomatic zoo employee. The lions are expected to make a full recovery.

New Lit Fest

City of Asylum has announced its launching the first-ever Pittsburgh International Literary Festival.

An online posting describes the program as "a 10 day event that considers themes of migration, identity, and displacement with an emphasis on works in translation."

With the pandemic still with us, much of the festival will be virtual. [Read more here](#).



Images



Aaron Crouch portrays Jove in the Pittsburgh Opera production of Handels's "Semele."

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Players' New Space

Shirley McMarlin reports for the *Pittsburgh Tribune-Review* that the homeless **Apple Hill Players** will no longer be homeless.

The company lost its long-time base when the Apple Hill Playhouse in Delmont permanently closed. They have now settled at the Theater Factory in Trafford. "I think I can safely say that we're all going to miss [Apple Hill Playhouse] terribly," artistic director Tina Lepidi-Stewart told McMarlin. "It had such a great atmosphere. But we're looking forward to a great partnership and, most importantly, to creating theater again."

For details, read [the full article](#).

Theaters Need New Homes

A pair of community performance spaces have lost their spaces, reports Amanda Waltz for *Pittsburgh City Paper*.

The pandemic upended the finances of both the **Glitter Box Theater** and the **Babyland Collective** which relied heavily on revenue from ticketed events and event rentals. But maintaining their Bloomfield locations have become financially untenable. A volunteer told Waltz that "they had been paying a reduced rent of \$700 for the last year and that it was expected to return to over \$1,000 in May" something impossible to cover with no revenue.

Until the groups can find new homes, they will hold their shows at various outdoor locations. [Read the full article for more](#).

Equity News

Wydetta Carter has been selected by **Actors Equity Association** (AEA) as the union's new First Vice President. The position is designated for principal actors.

The Chicago actress will be serving out the remainder of Melissa Robinette's term, who recently resigned. Carter is the first African-American officer at the union for at least forty years.



iHeart News

From one suburban site to another: **iHeart Media** is moving its Pittsburgh stations' studios from Green Tree to Gibsonia. The news was reported in the *Pittsburgh Post-Gazette* by Mark Belko.



The company has leased over 9,000-square-feet in South Fayette at a new development called Abele Business Park. This takes the company's local offices and studios from just outside the city to near the county's edge.



Channel Pittsburgh





SAT
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FRI
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FRI
28



Opportunities

The **Greater Pittsburgh Arts Council** (GPAC) is accepting bids to redesign the organization's web site. Proposals need to be submitted by May 7. For more info, click [here](#).

WPXI-TV, part of **Cox Media Group**, is seeking someone with social media savvy to join its marketing team. [Details and application tool here](#).

Anyone interested in applying to work on the "A League of Their Own" TV series should send a resume to the following email address: alotoprod@gmail.com

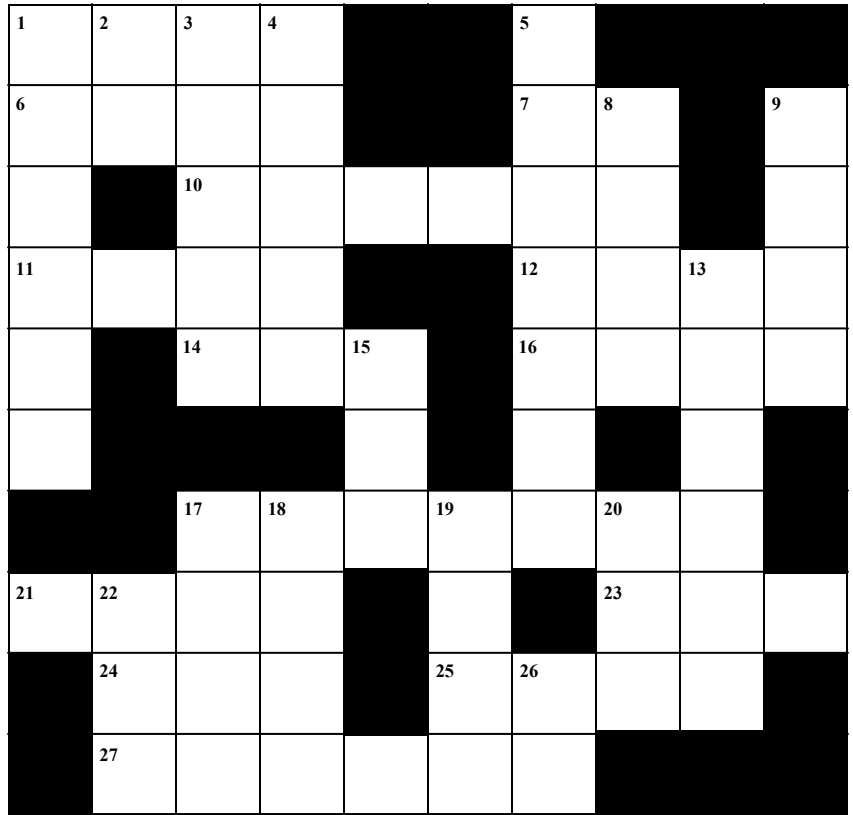
City Theatre is seeking a technical director who can begin this summer for their upcoming productions. They are also looking for a development associate. [Click here](#).



Across

In light of this merry month of May, eight clues involve the word "may".

1. Fashionable part of London: May _____
6. Actress Anderson, to pals
7. Ike's predecessor, initially
10. Saint or Prince
11. Noted actress: Anna May _____
12. Train need
14. Really, really, really long time
16. Noted choreographer Parker
17. Canadian band: _____ May
21. He lost to the tortoise
23. Charged particle
24. Actress Carrere, to pals
25. Classical piece of advice:
"Know Thy _____"
27. Childhood game: _____ May I?



Down

1. Legendary passenger ship: The May _____
2. Fictional Dungeons & Dragons diety
3. Ridiculous
4. Musical pal of John, Paul and George
5. Former UK PM: _____ May
8. Christmas contraction
9. Folk festival staple: the may _____
13. Scotland locale: _____ May
15. Society column word
17. Threesome, musically
18. 1972 film by Andy Warhol
and Paul Morrissey
19. Container
20. John Lydon's punk band, briefly
22. Money "making" letters?
26. 1980's medical sitcom or 1990's
medical drama, both with
George Clooney

Last Month's Solution

S	A	L	E	M		L	A	B	
O	R	A	T	E		A	C	I	D
L	I			E	I	G	H	T	
S	A	M		T		E	E	E	
A		A				A			C
K	E	G		M	O	R	T	A	L
S	M	I	L	E			H		O
	O	C		R	A	M	R	O	D
N	T		R	I	B		E	L	S
B	E	W	I	T	C	H	E	D	



A GUIDE TO
The Shuttered Venue Operators
Grant Program

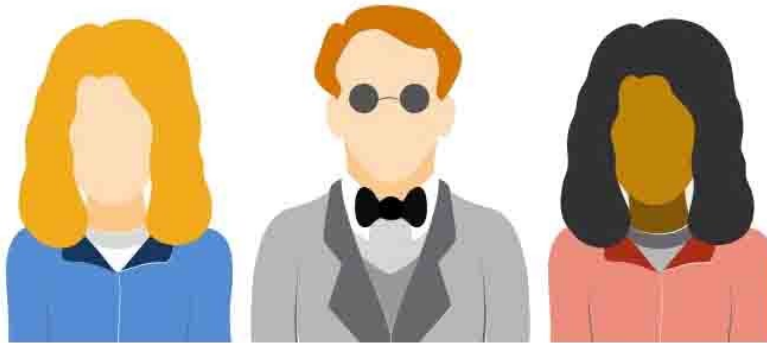




THE BASICS

The Shuttered Venue Operators Grant (SVOG) program was established by the Economic Aid to Hard-Hit Small Businesses, Nonprofits and Venues Act, and amended by the American Rescue Plan Act. The program includes over \$16 billion in grants to shuttered venues, to be administered by SBA's Office of Disaster Assistance.

Eligible applicants may qualify for grants equal to 45% of their gross earned revenue, with the maximum amount available for a single grant award of \$10 million. \$2 billion is reserved for eligible applications with up to 50 full-time employees.



Eligible entities include:

- Live venue operators or promoters
- Theatrical producers
- Live performing arts organization operators
- Museum operators
- Motion picture theater operators (including owners)
- Talent representatives

Other requirements of note:

- Must have been in operation as of February 29, 2020
- Venue or promoter who received a PPP loan on or after December 27, 2020, will have the SVOG reduced by the PPP loan amount



APPROPRIATE USE OF FUNDS

- Payroll costs
- Rent payments
- Utility payments
- Scheduled mortgage payments (*not including prepayment of principal*)
- Scheduled debt payments (*not including prepayment of principal on any indebtedness incurred in the ordinary course of business prior to February 15, 2020*)
- Worker protection expenditures
- Payments to independent contractors (*not to exceed \$100,000 in annual compensation for an individual employee of an independent contractor*)
- Other ordinary and necessary business expenses, including maintenance costs
- Administrative costs (*including fees and licensing*)
- State and local taxes and fees
- Operating leases in effect as of February 15, 2020
- Insurance payments
- Advertising, production transportation, and capital expenditures related to producing a theatrical or live performing arts production. (*May not be primary use of funds*)



Grantees may NOT use award funds to:

- Buy real estate
- Make payments on loans originated after February 15, 2020
- Make investments or loans
- Make contributions or other payments to, or on behalf of, political parties, political committees, or candidates for election
- Pay for any other use prohibited by the Administrator



HOW TO APPLY

Grant amounts will reflect either of the following instances:



- For an eligible entity in operation on January 1, 2019, grants will be for an amount equal to 45% of their 2019 gross earned revenue OR \$10 million, whichever is less.
- For an eligible entity that began operation after January 1, 2019, grants will be for the average monthly gross earned revenue for each full month you were in operation during 2019 multiplied by six (6) OR \$10 million, whichever is less.

Those who have suffered the greatest economic loss will be the first applications processed under the following schedule:



Note: On January 20, 2021, SBA updated the proposed plan for issuing grants during the first and second priority periods. To clarify, priority awardees will not need to satisfy the small employer set-aside. During the first 59 days of opening SVOG, SBA will reserve no less than \$2 billion of program funding for grants to entities that have no more than 50 employees.

1st PRIORITY
First 14 days of grant awards

Entities that suffered a **90% or greater** gross revenue loss between April 2020 through December 2020 due to the COVID-19 pandemic.

2nd PRIORITY
Next 14 days of grant awards

Entities that suffered a **70% or greater** gross revenue loss between April 2020 through December 2020 due to the COVID-19 pandemic.

3rd PRIORITY
Begins 28 days after other grants

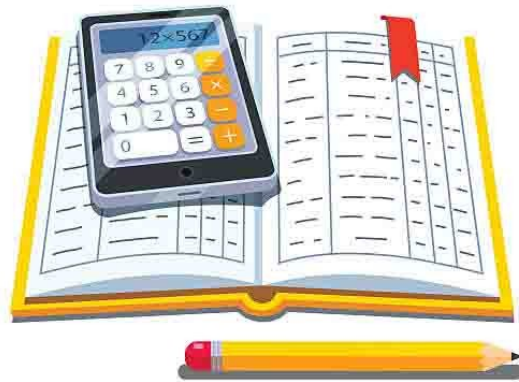
Entities that suffered a **25% or greater** earned revenue loss between one quarter of 2019 and the corresponding quarter of 2020.

SUPPLEMENTAL FUNDING
After all priority Periods have passed

Recipients of first, second, and third priority round awards who suffered a 70% or greater revenue loss for the most recent calendar quarter (as of April 1, 2021, or later).



GRANTEE RECORDKEEPING



Grantees will be required to maintain documentation demonstrating their compliance with the eligibility and other requirements of the SVOG program. They must retain employment records for four years following their receipt of a grant and retain all other records for three years.

VIDEO TUTORIALS



Click the graphic above to view official video tutorials on YouTube.



ADDITIONAL ONLINE HELP



All information came directly from the Small Business Administration (SBA) web site on April 28, 2021.

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.

GMS No. 1545-1872

Tip. Use Form 4506-T to order a transcript or other return information free of charge. See the product list below. You can quickly request transcripts by using our automated self-help service tools. Please visit us at IRS.gov and click on "Get a Tax Transcript..." under "Tools" or call 1-800-908-9946. 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, individual taxpayer identification number, or employer identification number (see instructions)
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
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)	
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)	

Caution: If the tax transcript is being mailed to a third party, ensure that you have filled in lines 6 through 9 before signing. Sign and date the form once you have filled in these lines. Completing these steps helps to protect your privacy. Once the IRS discloses your tax transcript to the third party listed on line 5a, the IRS has no control over what the third party does with the information. If you would like to limit the third party's authority to disclose your transcript information, you can specify this limitation in your written agreement with the third party.

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. *

- a Return Transcript**, which includes most of the line items of a tax return as filed with the IRS. A tax return transcript does not reflect changes made to the account after the return is processed. Transcripts are only available for the following returns: Form 1040 series, Form 1065, Form 1120, Form 1120-A, Form 1120-H, Form 1120-L, and Form 1120S. Return transcripts are available for the current year and returns processed during the prior 3 processing years. Most requests will be processed within 10 business days.
- 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. Most requests will be processed within 10 business days.
- c Record of Account**, which provides the most detailed information as it is a combination of the Return Transcript and the Account Transcript. Available for current year and 3 prior tax years. Most requests will be processed within 10 business days.
- 7 Verification of Nonfiling**, which is proof from the IRS that you **did not** file a return for the year. Current year requests are only available after June 15th. There are no availability restrictions on prior year requests. Most requests will be processed within 10 business days.
- 8 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 2011, filed in 2012, will likely not be available from the IRS until 2013. If you need W-2 information for retirement purposes, you should contact the Social Security Administration at 1-800-772-1213. Most requests will be processed within 10 business days.

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.

9 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. For requests relating to quarterly tax returns, such as Form 941, you must enter each quarter or tax period separately.

12 / 31 / 2019

Caution: Do not sign this form unless all applicable lines have been completed.

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, at least one spouse must sign. If signed by a corporate officer, 1 percent or more shareholder, partner, managing member, 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. **Note:** This form must be received by IRS within 120 days of the signature date.

Signatory attests that he/she has read the attestation clause and upon so reading declares that he/she has the authority to sign the Form 4506-T. See instructions.

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

Section references are to the Internal Revenue Code unless otherwise noted.

Future Developments

For the latest information about Form 4506-T and its instructions, go to www.irs.gov/form4506. Information about any recent developments affecting Form 4506-T (such as legislation enacted after its release) will be posted on this page.

What's New. The transcripts provided by the IRS have been modified to protect taxpayers' privacy. Transcripts only display partial personal information, such as the last four digits of the taxpayer's Social Security Number. Full financial and tax information, such as wages and taxable income, is shown on the transcript.

A new optional Customer File Number field is available to use when requesting a transcript. You have the option of inputting a number, such as a loan number, in this field. You can input up to 10 numeric characters. The customer file number should not contain an SSN. This number will print on the transcript. The customer file number is an optional field and not required.

General Instructions

Caution: Do not sign this form unless all applicable lines have been completed.

Purpose of form. Use Form 4506-T to request tax return information. You can also designate (on line 5a) a third party to receive the information. Taxpayers using a tax year beginning in one calendar year and ending in the following year (fiscal tax year) must file Form 4506-T to request a return transcript.

Note: If you are unsure of which type of transcript you need, request the Record of Account, as it provides the most detailed information.

Tip. Use Form 4506: Request for Copy of Tax Return, to request copies of tax returns.

Automated transcript request. You can quickly request transcripts by using our automated self-help service tools. Please visit us at irs.gov and click on "Get a Tax Transcript..." under "Tools" or call 1-800-828-2945.

Where to file. Mail or fax Form 4506-T to the address below for the state you lived in, or the state your business was in, when the return was filed. There are two address charts: one for individual transcripts (Form 1040 series and Form W-2) and one for all other transcripts.

If you are requesting more than one transcript or other product and the chart below shows two different addresses, send your request to the address based on the address of your most recent return.

Chart for individual transcripts (Form 1040 series and Form W-2 and Form 1099)

If you filed an individual return and lived in:

Mail or fax to:

Alabama, Kentucky, Louisiana, Mississippi, Tennessee, Texas, a foreign country, American Samoa, Puerto Rico, Guam, the Commonwealth of the Northern Mariana Islands, the U.S. Virgin Islands, or A.P.O. or F.P.O. address	Internal Revenue Service RAIVS Team Stop 6716 AJISC Austin, TX 73301 855-587-9604
Arizona, Arkansas, California, Colorado, Hawaii, Idaho, Illinois, Indiana, Iowa, Kansas, Michigan, Minnesota, Montana, Nebraska, Nevada, New Mexico, North Dakota, Oklahoma, Oregon, South Dakota, Utah, Washington, Wisconsin, Wyoming	Internal Revenue Service RAIVS Team Stop 37106 Fresno, CA 93886 855-800-8105
Connecticut, Delaware, District of Columbia, Florida, Georgia, Maine, Maryland, Massachusetts, Missouri, New Hampshire, New Jersey, New York, North Carolina, Ohio, Pennsylvania, Rhode Island, South Carolina, Vermont, Virginia, West Virginia	Internal Revenue Service RAIVS Team Stop 6705 S-2 Kansas City, MO 64998 855-821-0084

Chart for all other transcripts

If you lived in or your business was in:

Mail or fax to:

Alabama, Alaska, Arizona, Arkansas, California, Colorado, Connecticut, Delaware, District of Columbia, Florida, Georgia, Hawaii, Idaho, Illinois, Indiana, Iowa, Kansas, Kentucky, Louisiana, Maryland, Michigan, Minnesota, Mississippi, Missouri, Montana, Nebraska, Nevada, New Jersey, New Mexico, New York, North Dakota, Ohio, Oklahoma, Oregon, Rhode Island, South Carolina, South Dakota, Tennessee, Texas, Utah, Virginia, Washington, West Virginia, Wisconsin, Wyoming, a foreign country, American Samoa, Puerto Rico, Guam, the Commonwealth of the Northern Mariana Islands, the U.S. Virgin Islands, A.P.O. or F.P.O. address	Internal Revenue Service RAIVS Team P.O. Box 9941 Mail Stop 6734 Ogden, UT 84409 855-298-1145
Maine, Massachusetts, New Hampshire, New York, Pennsylvania, Vermont	Internal Revenue Service RAIVS Team Stop 6705 S-2 Kansas City, MO 64998 855-821-0084

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

Line 3. Enter your current address. If you use a P.O. box, include it on this line.

Line 4. Enter the address shown on the tax return (line 4) different from the address entered on line 3.

Note: If the addresses on lines 3 and 4 are different and you have not changed your address with the IRS, file Form 8822: Change of Address. For a business address, file Form 8822-B: Change of Address or Responsible Party - Business.

Line 5a. Enter up to 10 numeric characters to create a unique customer file number that will appear on the transcript. The customer file number should not contain an SSN. Completion of this line is not required.

Note: If you use an SSN, name of corporation or both, we will not input the information and the customer file number will be blank on the transcript.

Line 6. Enter only one tax form number per request.

Signature and date. Form 4506-T must be signed and dated by the taxpayer listed on line 1a or 2a. The IRS must receive Form 4506-T within 120 days of the date signed by the taxpayer or it will be rejected. Ensure that all applicable lines are completed before signing.



You must check the box in the signature area to acknowledge you have the authority to sign and request the information. The form will not be processed and returned to you if the box is unchecked.

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. A bona fide shareholder of record owning 1 percent or more of the outstanding stock of the corporation may submit a Form 4506-T but must provide documentation to support the requester's right to receive the information.

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 6.

All others. See section 6109(e) if the taxpayer has died, is incompetent, is a decedent's executor, or if a trustee, guardian, executor, receiver, or administrator is acting for the taxpayer.

Note: If you are the heir, next of kin, or beneficiary you must be able to establish a material interest in the estate or trust.

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 letter of testamentary authorizing an individual to act for an estate.

Signature by a representative. A representative can sign Form 4506-T for a taxpayer only if the taxpayer has specifically delegated this authority to the representative on Form 2848, line 5. The representative must attach Form 2848 showing the delegation to Form 4506-T.

Privacy Act and Paperwork Reduction Act Notice. We use 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. You are not required to request any transcripts; if you do request a transcript, sections 6103 and 6109 and their regulations 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 other state, state, the District of Columbia, and U.S. commonwealths and possessions for use in investigating their tax laws. We may also disclose this information to other countries under a tax treaty, to federal and state agencies to enforce federal nontax criminal laws, or to federal law enforcement and intelligence agencies to combat terrorism.

You are not required to provide this 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, 12 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:

Internal Revenue Service
Tax Forms and Publications Division
111 Constitution Ave. NW, IR-6208
Washington, DC 20224

Do not send the form to this address. Instead, see Where to file on this page.