Kroll | Factual Data

# Tax Return Verification Guide

## How to fill out the 4506-T form

### April | 2013

## How to fill out a 4506T form:

- Every entry on the form must be legible and cannot appear to have been altered
  - **i.e. the font must be identical throughout the entire form**

## Borrower Information

- Line 1a must contain one applicant name or one business name
- Line 1b must contain the applicant's full 9 digit SSN or the business' full 9 digit EIN
- Line 2a may contain a second applicant's name
- Line 2b must contain a full 9 digit SSN IF and ONLY IF Line 2a is filled in and the request is for a W2 or 1099 for both applicants
- Line 3 must contain the applicant's complete address (street, city, state, and zip). Make sure it is the address that was provided to the IRS when they filed their taxes
  - All addresses that represent the tax years requested must be present on the 4506-T, as they appear on the filed tax returns
  - Any applicable Unit or Apartment numbers in the address filed with the IRS must be included to avoid address rejections
- Line 4 may contain the applicant's previous address. This line can contain multiple previous addresses as well as a maiden name if necessary
- Line 5 must contain Kroll Factual Data's information. The following are acceptable entries (if the institution name is listed first, it must be followed by c/o and then the third party name and address):
  Kroll Factual Data 5200 Hahns Peak Dr. Loveland, CO 80538
  **OR:** ABC Bank c/o Kroll Factual Data 5200 Hahns Peak Dr. Loveland, CO 80538

## Ordering Section

- Line 6 must contain the form requested (1040, W2 or 1099 for personal & 1065 or 1120 for business requests)
- Box 6a, 6b, OR 6c: One box must be checked and multiple boxes cannot be checked for 1040, 1065, or 1120. For W2 or 1099 requests, do not check any of these boxes
- Box 7 cannot be checked
- Box 8 must be checked for W2 or 1099 requests and cannot be checked for 1040, 1065, or 1120 requests
- Line 9 must contain the tax years for which you are requesting transcripts; for 1065 or 1120 the year(s) listed must be the fiscal year(s)

### Signature Section

- The signature on the first signature line must be that of the applicant listed on Line 1a and must be dated within 120 days of the date processed
- The second line in the signature section must contain the applicant's title IF and ONLY IF the request is a business request for 1065 or 1120 tax forms
- The signature on the third line in the signature section must be that of the secondary applicant listed on Line 2a (if applicable) and must be dated within 120 days of the date processed

## The following items will result in a rejection if not completed on the 4506T form:

- If the form or an item on the form (e.g. name, SSN/EIN, address, etc.) is illegible
  - Due to a small sized form (form that doesn't fit an 8 x 11in page)
  - Due to small print Kroll Factual Data highly recommends filling out the form in CAPITAL letter to aid in readability for the IRS
  - Due to penmanship
- If the form is altered:
  - If there is evidence that an entry was changed with "White Out", lined through, scribbled out or written-over, or if there is any indication of cutting and pasting
  - Clarifying an illegible entry is not considered an altered entry
  - Handwriting additional information on a typed form, such as tax periods or additional digits to a typed SSN, is considered altered. Basically if any entry is partially typed and partially handwritten, the IRS will consider this an altered form
- If Line 1a is missing a name
- If Line 1b is missing the first social security number (SSN) on tax return or employer identification number (EIN) or if it is less than nine digits
- If Line 3 is missing the address, contains an address other than the one the borrower(s) used when filing their taxes or contains an incomplete address
- If on Line 6 no tax form is listed
- If on Line 6a/b/c one of the boxes is not checked or if multiple boxes are checked when ordering a 1040, 1065, or 1120
- If on Line 8 the box is not checked if ordering a W-2 or 1099
- If on Line 9 no fiscal year or tax period is listed

- If the signature of the taxpayer or an authorized person does not match the taxpayer name on Line 1a, and 2a in the case of a joint filing, except when a power of attorney is attached
- If it is a business form request (1120 or 1065) and the applicant's title is NOT on the second line in the signature area
- If the Signature Date is not within 120 calendar days of the IRS Received Date

## Ordering Forms:

### Form 1040:

The IRS only processes the request for transcripts for the applicant listed on Lines 1a and 1b

- If it is a joint filing only one 4506T form is needed
- If it is a married couple who file separately, 2 4506T forms are required

### Form W2 or 1099:

- The IRS will process for each person who is on the 4506T form
- A separate order still must be placed for each applicant but the same 4506T form may be attached
- These forms cannot be filed jointly so a separate order must be submitted for each applicant

### Forms 1065 or 1120:

- The Business name must be in Line 1a
- The EIN must be in Line 1b
- The year on Line 9 must be the fiscal year
- The applicant must sign and date the top signature line
- The applicant's title must be on the Second signature line
- List of acceptable titles:
  - 1120/1120S Series:
    - President | Vice President | CEO
    - Owner
    - 1065:
    - Member |Managing Member
    - Partner
  - 1120/1120s LLC:
    - President | Vice President | CEO
    - Owner
    - Member
  - 1065 LLC:
    - President | Vice President | CEO
    - Owner
    - Member |Managing Member
    - Partner
    - Shareholder would be listed as Member

INFORMATION ONLY

Form **4506-T** (Rev. January 2012) Department of the Treasury Internal Revenue Service

# Request for Transcript of Tax Return

▶ **Request may be rejected if the form is incomplete or illegible.**

OMB 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 "Order a Transcript" 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.<br>Primary Applicant's Name or Business Name | **1b First social security number on tax return, individual taxpayer identification number, or employer identification number (see instructions)**<br>Primary Applicant's SSN or Business EIN |
| **2a** If a joint return, enter spouse's name shown on tax return.<br>Secondary Applicant's Name for Joint Filings | **2b Second social security number or individual taxpayer identification number if joint tax return**<br>Secondary Applicant's SSN |

**3** Current name, address (including apt., room, or suite no.), city, state, and ZIP code (see instructions)
Applicant's Complete Address: Street, City, State and Zip or PO Box, City State and Zip

**4** Previous address shown on the last return filed if different from line 3 (see instructions)
Any and all previous address for borrowers (maiden name if applicable)

**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.
Kroll Factual Data 5200 Hahns Peak Dr. Loveland, CO 80538
OR
ABC Bank c/o Kroll Factual Data 5200 Hahns Peak Dr. Loveland, CO 80538

**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 IRS transcript to the third party listed on line 5, 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. ▶ ______ ← This line must contain the desired tax form (1040, W2, 1099, 1065, 1120)

**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 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. 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 30 calendar 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 30 calendar days . . . . . . . . ☐

Check only One of these boxes when requesting a 1040, 1065 or 1120

**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 2010, filed in 2011, will not be available from the IRS until 2012. 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 45 days . . . ☐

Check only Box 8 when requesting a W2 or 1099

**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.*

All years must be typed (any combination of typed and handwritten will not be accepted)

**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. Example: 12 / 31 /2008 Enter in the tax years you are requesting in MM/DD/YYYY format

Check this box if you have notified the IRS or the IRS has notified you that one of the years for which you are requesting a transcript involved **identity theft** on your federal tax return . . . . . . . . . . . . . . . . . . . . . . . . . . ☐

**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, **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. **Note.** *For transcripts being sent to a third party, this form must be received within 120 days of the signature date.*

**Sign Here**

Signature of Applicant on Line 1a | Must be dated within 120 days | Phone number of taxpayer on line 1a or 2a
**Signature** (see instructions) | Date

Applicant's Title if this is a business request for a 1065 or 1120
**Title** (if line 1a above is a corporation, partnership, estate, or trust)

Signature of Applicant on Line 2a | Must be dated within 120 days
**Spouse's signature** | Date

**For Privacy Act and Paperwork Reduction Act Notice, see page 2.** Cat. No. 37667N Form **4506-T** (Rev. 1-2012)