Instructions

IRS Form 4506-C

Review and Validate to Avoid Processing Delays

The following steps will help avoid the most common 4506-C processing errors. The information on the 4506-C (Version September 2020) must match the borrower's most recently filed tax returns **EXACTLY**. The originator is responsible for completing and returning an accurate 4506-C form.

The IRS required mandatory use of form 4506-C beginning March 1, 2021.

An e-signed 4506-C form can be accepted, however, ALL required info MUST be "typed". The form cannot contain any "handwritten" info or the form will be rejected for processing. The e-signed form must be executed no early than 120 days from the request being submitted.

Box 5a must show: **Informative Research,13030 Euclid St, GG CA 92843 PN:0000301295 MB:cortney123 Fax:800-800-0451** for all e-signed 4506-C forms.

5a. IVES participant name, address, and SOR mailbox ID
Informative Research,13030 Euclid St, GG CA 92843 PN:0000301295 MB:cortney123 Fax:800-800-0451

If the signed form is incomplete in any way, the originator must provide a new 4506-C with the correct information before Acra Lending can process the request. Acra Lending cannot make changes to the 4506-C form provided.

An inaccurate or incomplete 4506-C will result in unnecessary delays in processing the request and potentially cause delays in closing the loan. This requirement is considered a PRIOR TO DOC (PTD) condition.

In the event the IRS is not able to return the requested transcripts due to the information reflected on the form being inaccurate, the borrow will receive direct notice from the IRS. Acra Lending will only receive notice that the transcripts cannot be processed and will not have the details for failed processing.

ITEMS TO BE COMPLETED:

- All borrower info in sections 1 – 4
- Box 5a must show Informative Research info for e-signed forms
- Line 6 must show the Tax Form to be verified *(1040 – required for Jumbo Prime)*
- Box 6a should be marked
- Box 9 to reflect tax years for verification 12/31/2019, 12/31/2018 *(include 12/31/2020 if filed)*
- Signatory Attest box must be marked
- Form must be signed and dated by borrower and spouse if joint filing

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. / /   / /   / /   / /

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.

Phone number of taxpayer on line 1a or 2a

<u>**ADDITIONAL INSTRUCTIONS FOR COMPLETION:**</u>

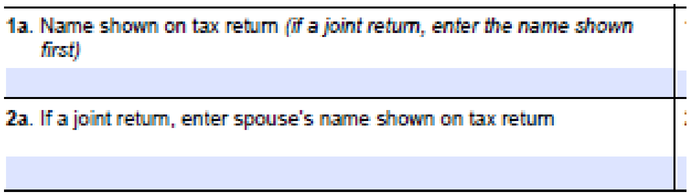
Place the requested information on the correct lines of the 4506C form:

- The borrower's name must also match ***exactly*** how it appears on the most recent filed tax return
- The spouse's name must also match ***exactly*** how it appears on the most recent filed tax return
- Include Social Security number(s) for each borrower named on the form

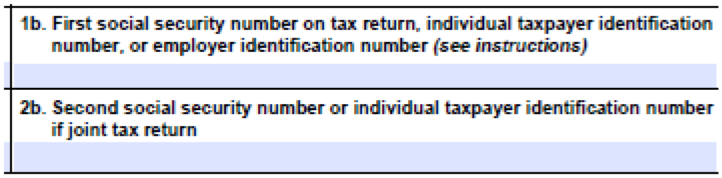
Verify if the borrower(s) have changed their name between the date of the loan application and the name used to file W-2's or tax returns for the years being requested:

- Broker to verify if either borrower recently married and changed their name? If so, use the name reflected on the tax returns being requested for verification.
- Broker to verify if either borrower recently divorced and changed their name? If so, the ex-spouse's information must be provided on the 4506-C to process the request. <u>The ex-spouse must sign and date the 4506-C.</u>

When filed jointly: Include the spouse's information on the 4506-C
When filed separately: Each borrower must provide an individual 4506-C since they filed separately.

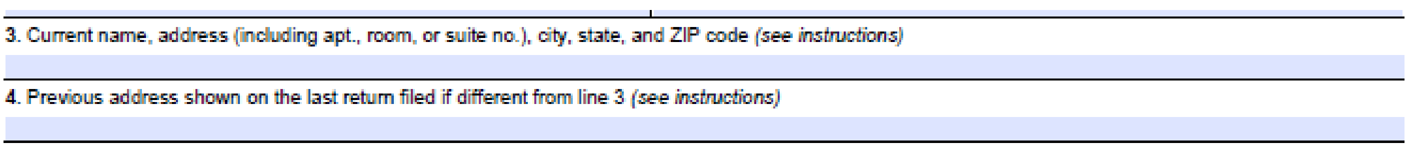

1a. Name shown on tax return *(if a joint return, enter the name shown first)*

2a. If a joint return, enter spouse's name shown on tax return


1b. First social security number on tax return, individual taxpayer identification number, or employer identification number *(see instructions)*

2b. Second social security number or individual taxpayer identification number if joint tax return

Verify the address reflected on the 4506-C is the same address used to file the tax returns for the requested years. Include previous address on Line 4 if the current address does not match the most recently filed returns.


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)*

Indicate the tax form number needed on Line 6. The IRS will only process the request based on what information is reflected on Line 6 and authorized by the consumer. **Only one form type can be listed on Line 6.**

How to request Personal Tax Transcripts: If *all* Transcript types (1040 or 1099) are needed for Personal Tax Transcript requests, choose one of the options below:

- Option 1: Leave Line 6 blank and check Box 6a, 6b, or 6c, and 8 checked
- Option 2: Only one form type (1040, 1099) is written on Line 6 with Box 6a, 6b, or 6c, and 8 checked
  - o It does not matter which form type is listed as long as only one appears on Line 6

Reminder: Full tax transcripts are required; do not request W-2 transcripts

How to request Business Tax Transcripts:

**Business Tax Transcripts are not currently required for Jumbo Prime.*

- If an 1120 is requested, then Line 6 can only have 1120 or 1120s written on it
- If a 1065 is requested, then Line 6 can only have 1065 or 1065LLC written on it

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	☐
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 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	☐
7.	**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 2016, filed in 2017, will likely not be available from the IRS until 2018. If you need W-2 information for retirement purposes, you should contact the Social Security Administration at 1-800-772-1213	☐

Indicate the year(s) of the requested tax returns. Enter years in mm/dd/yyyy format.

Example: 12/31/2019, 12/31/2018, 12/31/2020

8. Year or period requested. Enter the ending date of the tax year or period using the mm/dd/yyyy format *(see instructions)*

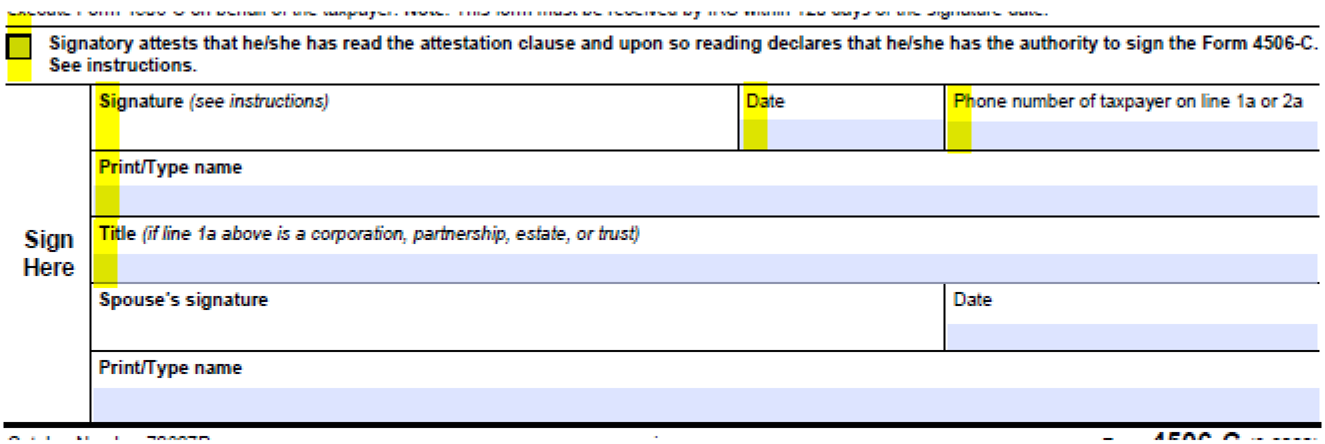
/ /   / /   / /   / /

The form must be signed and dated within 120 days of the requested date.

Signature requirements are listed below:

- The borrower attestation box, above the signature line, must be checked
- If the request applies to a joint return, at least one spouse must sign
- Must be signed by a corporate officer, partner, guardian, tax matters partner, executor, receiver, administrator, trustee, or party other than the taxpayer, that person must have the authority to sign the 4506-C on behalf of the taxpayer and provide documentation to support their right to receive the information. The "TITLE" section must be completed prior to requesting Business Tax Transcripts.

Self-employed borrowers: Ensure the IRS 4506-C reflects the appropriate business name for the self-employed borrower and the correct tax forms are requested for the type of business.



☐ 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-C. See instructions.

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