AMERICAN REPORTING COMPANY

Tax Return Verification Guide

How to order IRS tax returns from ARC

Overview

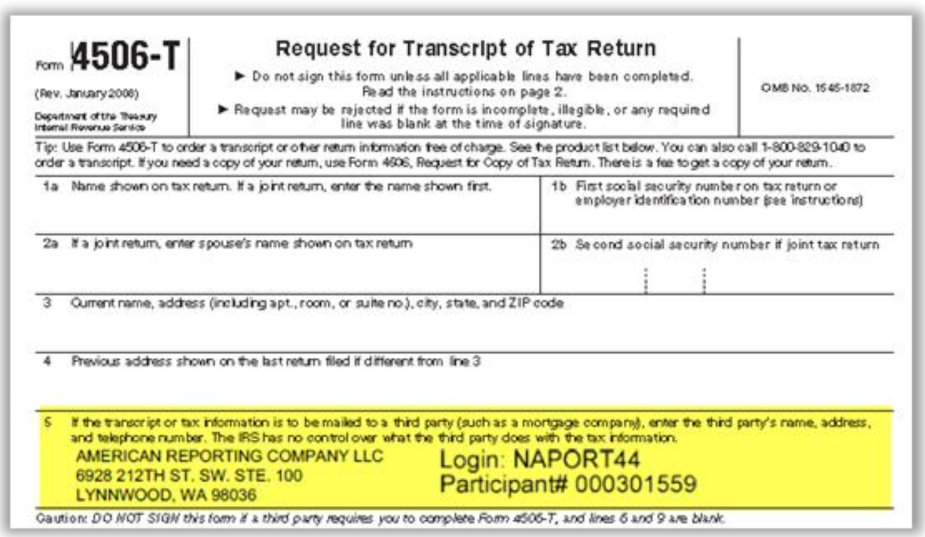
The 4506-T is used to request transcripts of tax return forms 1040, 1099, 1065 and 1120 as well as W2's. IRS transcripts are required on all property transactions with the exception of non-credit qualifying refinances.

To obtain via ARC use the following process:

- Processor will send the transcript request to American Reporting Company via their website https://secure.arcreports.com/TRV/. ARC has a separate website for ordering tax transcripts (TRV).
    - If you need login credentials email TRV@ARCReports.com (include your First and Last Name, email address, and phone number in the message body)
- The Processor will receive an email indicating that the order has been received.
- The Processor can check the status of the order online.
- The Processor will receive an email when the order has been completed. A link will be provided within the email to your account to retrieve the results.

4506-T Form

The 4506-T form must be Credit Vendor specific; section 5 contains the Credit Vendor information. The request cannot be fulfilled if section 5 is incomplete or incorrect. There is a sample on the ARC website.



Form **4506-T**
(Rev. January 2008)
Department of the Treasury
Internal Revenue Service

Request for Transcript of Tax Return

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

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 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

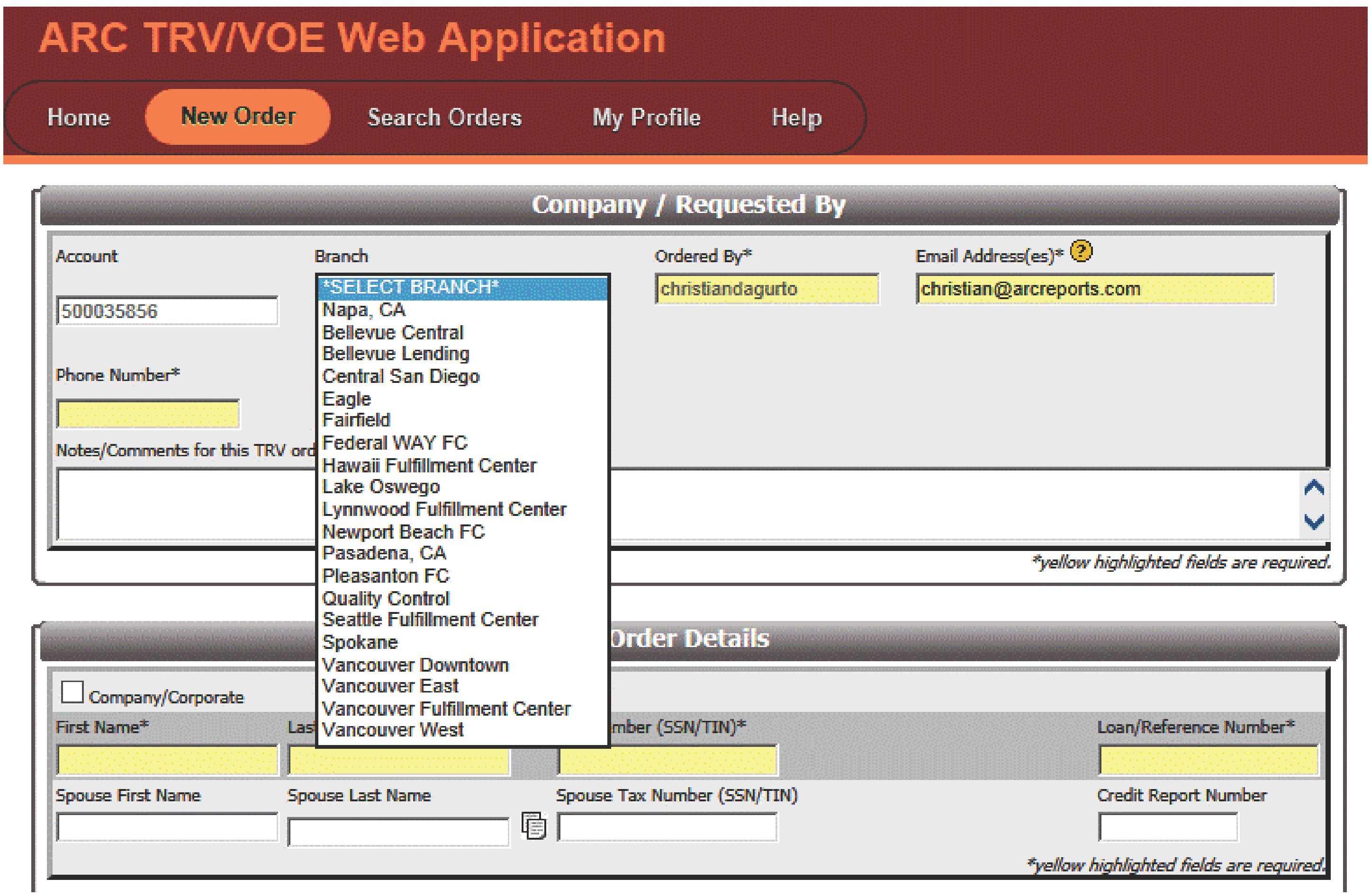
4 Previous address shown on the last return filed if different from line 3

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.
AMERICAN REPORTING COMPANY LLC
6928 212TH ST. SW. STE. 100
LYNNWOOD, WA 98036
Login: NAPORT44
Participant# 000301559

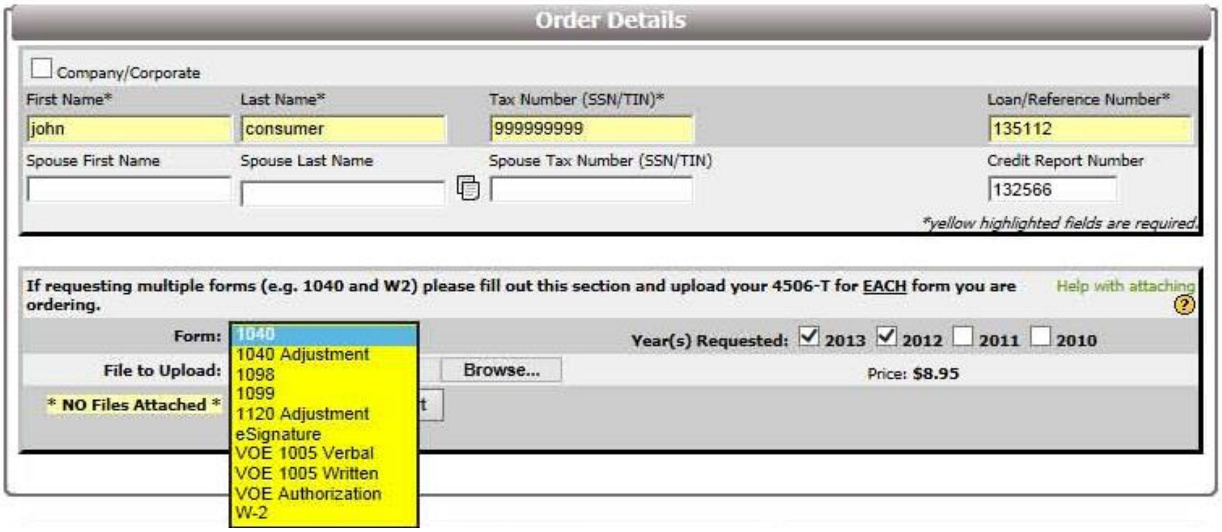
Caution: *DO NOT SIGN this form if a third party requires you to complete Form 4506-T, and lines 6 and 9 are blank.*

Ordering the Transcripts

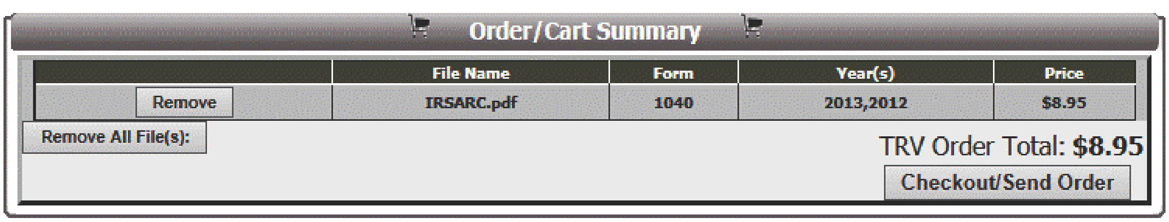
1. Log into https://secure.arcreports.com/TRV/
2. Click the **New Order** tab.
3. Select your Branch



4. Fill out the second section: Order Details, fill in the borrowers information and a loan or reference number.



5. Use the dropdown labeled **Form:** to select the Product you wish to request, typically a 1040. Select the years you need using the check boxes **Year(s) Selected** (the price will update based on the products selected).
6. Save a copy of the signed, completed 4506-T to your Desktop or My Documents.
7. Click the **Browse** button to navigate to the saved 4506-T on your computer.
8. After attaching the signed 4506-T you will see the file path appear next to **File to Upload**.
9. Review the screen and then click the button **Add File to Order/Cart**. The screen will Refresh and Order/Cart Summary will show a summary of your order, including the total price.



10. Repeat steps 5-9 if you are requesting a W2 for the same loan file. A transcript and W2 for the same borrower can be ordered in the same cart. If you are requesting a VOE, it must be a separate order in a separate cart.
    - If you have multiple borrowers with separate 4506-T's on one loan file the orders MUST be placed separately (i.e. Borrower and Co-Signor). They cannot be placed in the same cart.
    - If you are requesting multiple transcript forms for an individual (1040) and their respective business (1065 or 1120), the orders MUST be placed separately and cannot be placed in the same cart. **NOTE**: the 4506-T form only authorizes a single transcript type (number 6 on the form). If multiple types of tax forms are needed, multiple 4506-T's are required.


Caution: DO NOT SIGN this form if a third party requires you to complete Form 4506-T, and lines 6 and 9 are blank.
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. ► 1040

11. Finally, click **Checkout/Send Order**. Your order will be sent to ARC, and subsequently to the IRS for processing, and you will receive a confirmation email. The average turn time is 24-48 hours after the IRS receives the request.

Retrieve Transcripts

1. An email notification will be sent indicating that the order is complete.
2. The email contains links to view or save the transcripts and a link to view of print the invoice.

TO RETRIEVE VIA TRV WEBSITE

1. Login to https://secure.arcreports.com/TRV/.
2. Locate the completed request by clicking the **Search Orders** tab on the top of the screen. Use the **Search** field to locate your file; you can search by Borrower Name or Requestor Name (your name assuming you submitted the request).
3. Select **Details** next to your file. Near the middle of the screen, choose the tab **IRS Transcripts/Files**. The completed request(s) will appear with the option to View Online or Save to Computer.
4. The report can now be viewed, printed, or saved.
5. Choose **Save to Computer**, the report will open in PDF format. Print the transcript report into eLF and add the appropriate condition number within the Document Name for Underwriting to review.
6. There is also a tab for the **Invoice.**

Fees and Turn Times

- 1 year transcript $6.95
- 2 year transcript $8.95
- 3 year transcript $10.95
- 4 year transcript $12.95

Turn times are estimated at 24-48 hours for receipt of IRS transcripts once they have been ordered.

6628 212th St. SW, Suite 100, Lynnwood, WA 98036 www.arcreports.com 425.563.1900

Form **4506-T**
(Rev. September 2013)
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 Return or Account 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.

John Q. Smith

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

123-45-6789

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

Jane E. Smith

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

987-65-4321

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

123 Country Lane, Bellevue, WA 98004

Address MUST be an exact match to the tax return on file with the IRS. ONLY ONE ADDRESS ALLOWED!! If you know the previous address put ONE ADDRESS in box 4.

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

5 If the transcript or tax information is to be mailed to a third party (such as a mortga and telephone number.

AMERICAN REPORTING COMPANY LLC Login: NAPORT44
6628 212TH ST. SUITE 100 Participant # 000301559
LYNNWOOD, WA 98036 Fax 425.563.1811

Top Line can be your company name (Optional), then C/O ARC info on subsequent lines (MANDATORY)

Caution. *If the tax transcript is being mailed to a third party, ensure that you have filled in lines 6 throu you have filled in these lines. Completing these steps helps to protect your privacy. Once the IRS disc line 5, the IRS has no control over what the third party does with the information. If you would like to li 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. ▶ 1040

Enter tax return FORM HERE

a Return Transcript, which includes most of the line items of a tax return as filed w script 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 ac e on the account, penalty assessments, and adjustments made by you or the IRS after the return was filed. items such as tax liability and estimated tax payments. Account transcripts are available for most returns. Mo ithin 10 business days . ☐

Only select ONE BOX (sections 6-8)

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 iod separately. 2013 2012 2011 2010

Place Tax Years - up to 4 yrs.

ave 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, at least one spouse 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.*

Signatures MUST be readable and by taxpayer

Phone number of taxpayer on line 1a or 2a

555-123-4567

Sign Here

Signature (see instructions) Date

Date MUST be within 120 days of request

Title (if line 1a above is a corporation, partnership, estate, or trust)

Spouse's signature Date

AMERICAN REPORTING COMPANY

TRV Best Practices

1. For all requests the IRS does not allow any strikeouts or obvious whiteouts. If a mistake is made on the original request, add the correct information and circle it. For example, if 2010 was entered but 2011 was required, enter 2011 and circle that date.

2. Each request must include name

    1. S/S number; and address.
    2. On line #3, please have the applicant enter their current address.
    3. On line #4, the applicant should enter the address entered on the most recent (eg previous year) tax return if different from the address on line #3

3. Check the following boxes when appropriate:

    - When requesting 1040; W2; 1099; 1065; or 1120; Please indicate the appropriate product(s) in Box 6.

    - In addition, please check Box 6a when requesting 1040; 1065; OR 1120.

    - In addition, please check box 8 when requesting W2 or 1099.

    - **NOTE: All forms must e signed and dated within 120 days of the request date.**

4. When ordering 1040 verifications for a married couple, if they filed a joint return for the calendar year(s) requested, only one form is required. If they did not file together then two forms are required. Please see document '***4506 T Example'***.

5. For a W2 request the IRS will process both names as long as both parties have signed the W2 or 1099 form. You may also make these requests on separate forms.

6. Requests must be received by 12:00pm Pacific time to be processed for that business day. Standard turn time for the IRS is 1 to 3 business days with most requests returned in two business days. Requests received after 12:00pm Pacific time will be considered as the next business day by the IRS.

7. To reduce rejections by the IRS please observe the following guidelines:

    a. Address information including directional and street type should match exactly to the IRS data base for the borrower;

    b. Ensure borrower's S/S # is correct;

    c. Avoid any indication of alteration as described in item # 1 above.

    d. Please see document ***'4506T Example'***

    e. If you do receive a rejection notice it will be delivered in a grid format with the appropriate reason codes. For an example of the rejection grid and reason codes please see documents ***'TRV – IRS Rejection Letter Grid'*** and ***'TRV Rejections – IRS Reason Codes'.***

8. When requesting a 1065 or 1120 the request must be in the business name and address and include the **title** of the individual who signed the request. Please see attached example ***'TRV Corporate Requirements'***.