

HOW TO COMPLETE THE 4506-C REQUEST FOR TAX TRANSCRIPT:

Here is the top of their 2021 return AND they are both W2 employees, so we only need W-2 transcripts in this case.

Form 1040 Department of the Treasury—Internal Revenue Service (09) **2021** U.S. Individual Income Tax Return OMB No. 1545-0074 IRS Use Only—Do not write or staple in this space.

Filing Status ☐ Single ☐ Married filing jointly ☐ Married filing separately (MFS) ☐ Head of household (HOH) ☐ Qualifying widow(er) (QW)
 Check only one box. If you checked the MFS box, enter the name of your spouse. If you checked the HOH or QW box, enter the child's name if the qualifying person is a child but not your dependent.

Your first name and middle initial: **Made Up** Last name: **Example** Your social security number: 1 2 3 4 5 6 7 8 9
 If joint return, spouse's first name and middle initial: **Lola Marie** Last name: **Example** Spouse's social security number: 9 8 7 6 5 4 3 2 1

Home address (number and street). If you have a P.O. box, see instructions. **8585 S Fake Out St** Apt. no.:
 City, town, or post office. If you have a foreign address, also complete spaces below. **Collinsville** State: **OK** ZIP code: **74021**
 Foreign country name: Foreign province/state/country: Foreign postal code:
 At any time during 2021, did you receive, sell, exchange, or otherwise dispose of any financial interest in any virtual currency? ☐ Yes ☐ No

if on the zip code there are the 4 extra digits then you will put those four extra digits on the 4506-C request as well.

For W-2 employees I have found that you must complete two requests. The "both" button should not be used except when ordering a joint 1040 for both of them. See below his and then hers, request for tax transcript with explanations. If YOU pull in the information from the URLA, as you should do it will show exactly what is on pg 1 of the URLA. You will need to fix it to match the 1040. Here is how it looks when you just pull in, and the corrections and why below 😊 This is the top part of the 4506-C IRS request. Bottom portion to follow.

12/1/22
12/7/22

Request Details ☐ Default to TQL Rules

Tax Form is for: **Borrower**

☒ Use IRS 4506-C **1**

1a. Name shown first on tax form
 First Name: **Made Up**
 Middle Initial: **Example** **2**
 Last Name: **Example**
 Authorized Signer: **Example**

1b. 1st SSN on form or Employer ID #
 123-45-6789
☐ Use Employer ID Format
☐ Authorized Representative Signing

1c. Previous name shown on last return filed if different from 1a
 First Name: Middle Initial: Last Name:

2a. Spouse's name shown on tax form, if joint return.
 First Name: Middle Initial: Last Name:
 Authorized Signer:

2b. 2nd Social Security # on form
☐ Use Employer ID Format
☐ Authorized Representative Signing

2c. Spouse's previous name shown on last return filed if different from 2a
 First Name: Middle Initial: Last Name:

3. Current name, address (including apt., room, suite #), city, state, Zip
 First Name: **Made Up** Address: **8585 S Fake Out Street** **3**
 Last Name: **Example** City: **Collinsville**
 State: **OK** Zip: **74021**

4. Address shown on last filed return, if different from line 3
 Address:
 City:

#1 this box must be checked marked OR the IRS will reject the form.

#2 move his middle name as is on 1040 to this box and delete where it on UP where it is located on the first name line.

#3 Street is spelled on the URLA so it pulls through spelled out on the 4506-C form. It needs to match the 1040 so change it to St, like the 1040 shows.

BELOW IS HOW IT SHOULD LOOK AFTER YOU MAKE THESE FIXES:

The screenshot shows a 'Request Details' form with the following fields and values:

- Request Details** (Header)
- ☐ Default to TQL Rules
- Tax Form is for**: Borrower (dropdown)
- Copy from Borrower Summary** (button, highlighted by a blue callout box)
- ☒ Use IRS 4506-C
- 1a. Name shown first on tax form**
 - First Name: Made
 - Middle Initial: Up
 - Last Name: Example
 - Authorized Signer: (dropdown)
- 1b. 1st SSN on form or Employer ID #**
 - 123-45-6789
 - ☐ Use Employer ID Format
 - ☐ Authorized Representative Signing
- 1c. Previous name shown on last return filed if different from 1a**
 - First Name: (empty)
 - Middle Initial: (empty)
 - Last Name: (empty)
- 2a. Spouse's name shown on tax form, if joint return.**
 - First Name: (empty)
 - Middle Initial: (empty)
 - Last Name: (empty)
 - Authorized Signer: (dropdown)
- 2b. 2nd Social Security # on form**
 - (empty)
 - ☐ Use Employer ID Format
 - ☐ Authorized Representative Signing
- 2c. Spouse's previous name shown on last return filed if different from 2a**
 - First Name: (empty)
 - Middle Initial: (empty)
 - Last Name: (empty)
- 3. Current name, address (including apt., room, suite #), city, state, Zip**
 - First Name: Made Up
 - Last Name: Example
 - Address: 8585 S Fake Out St
 - City: Collinsville (highlighted in yellow)
 - State: OK
 - Zip: 74021
- 4. Address shown on last filed return, if different from line 3**
 - (empty)

now his
matches his
1040 exactly

To complete hers you will click where I have marked #1 below, choose C-B from the dropdown where I have marked #2 and again what is on page 1 of the URLA for her pulls in, see below. You will need her information to match exactly what the 1040 says too. Corrections are as follows: Her middle name is spelled out on the 1040, spell it out here. Fix the Street to St just like you did on his 4506-C. Her corrected one is below the one that "pulls in".

TBD

Loan # 10222104176

Loan Amount:

LTV: #

DTI: /

Rate:

Not Locked

Est Closing Date: #

F/S: Barbara Grithm

Alerts & Messages

Log

Request for Transcript of Tax

1

File Started

10/27/22

Forms reviewed by Barbara

10/27/22

Forms reviewed by Barbara

10/27/22

Qualification

Processing

Submittal

Received in LMV

Cond. Approval

Resubmittal

Approval

Docs Out

Doc signing

Funding

Shipping

Purchased

Reconciled

QC Review

Completion

Forms

Tools

Services

New Data Sheet

NY Application Log

NY Preapplication Disclosure

Old Data Sheet

OPS Checklist (US)

Origination

Origination/Archive

Privacy Policy

Processing Status Form

Processor Comments

Property Information

Quick Close

Reg2 - CD

Reg2 - LE

Request - Flood Insurance

Request - Homeowners Insurance

Request - Title Commitment

Request for Copy of Tax Return (Classic)

Request for Transcript of Tax

Request for Transcript of Tax (Classic)

Request Details

Default to TOL Rules

Tax Form is for

Co-Borrower

2

Copy from Borrower Summary

Use IRS 4506-C

1a. Name shown first on tax form

1b. 1st SSN on form or Employer ID #

First Name

Lola

Middle Initial

Last Name

Example

Authorized Signer

1c. Previous name shown on last return filed if different from 1a

First Name

Middle Initial

Last Name

2a. Spouse's name shown on tax form, if joint return

2b. 2nd Social Security # on form

First Name

Middle Initial

Last Name

Authorized Signer

2c. Spouse's previous name shown on last return filed if different from 2a

First Name

Middle Initial

Last Name

3. Current name, address (including apt., room, suite #), city, state, Zip

First Name

Lola

Address

8505 S Fake Out Street

Last Name

Example

City

Collinsville

State

OK

Zip

74021

4. Address shown on last filed return, if different from line 3

Address

City

State

Zip

5a. IVES participant name, ID number, SOR mailbox ID, and address

Name

US Mortgage Corporation

AFTER FIXES HERS SHOULD look like this.

Request Details ☐ Default to TQL Rules

Tax Form is for **Co-Borrower**

☒ Use IRS 4506-C

1a. Name shown first on tax form

First Name **Lola**

Middle Initial **Marie** **1**

Last Name **Example**

Authorized Signer

1b. 1st SSN on form or Employer ID # **987-65-4321**

☐ Use Employer ID Format

☐ Authorized Representative Signing

1c. Previous name shown on last return filed if different from 1a

First Name Middle Initial Last Name

2a. Spouse's name shown on tax form, if joint return.

First Name

Middle Initial

Last Name

Authorized Signer

2b. 2nd Social Security # on form

☐ Use Employer ID Format

☐ Authorized Representative Signing

2c. Spouse's previous name shown on last return filed if different from 2a

First Name Middle Initial Last Name

3. Current name, address (including apt., room, suite #), city, state, Zip

First Name **Lola Marie** **2**

Last Name **Example**

Address **8585 S Fake Out St** **3**

City **Collinsville**

State **OK** Zip **74021**

4. Address shown on last filed return, if different from line 3

Address

City

State Zip

added her middle name #1, and #2 and then changed Street to St to match the 1040, she is fixed now too.

On both of their 4506-C forms the bottom should look just like this. BE SURE all six boxes, see below are marked.

6. CAUTION: This tax transcript is being sent to the third party entered on Line 5a and/or 5d. Ensure that lines 5 through 8 are completed before signing.

Enter only one tax form number per request. W-2 **1**

☐ a. **Return Transcript**, 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.

☐ b. **Account Transcript**, 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.

2 ☒ **Wage and Income transcript (W-2, 1098-E, 1099-G, etc.)**

a. Enter a max of three form numbers here; if no entry is made, all forms will be sent.
W-2 **3**

b. Mark the checkbox for taxpayer(s) requesting the wage and income transcripts. If no box is checked, transcripts will be provided for all listed taxpayers
Line 1a. ☒ **4** Line 2a. ☐

8. Year or period requested. Enter the ending date, 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.

5 12/31/2021 **6** 12/31/2020 //

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 ☐

IF WE NEED A 1040 FOR ONE OF OR BOTH OF THEM THE PERSON OR PERSONS WE NEED THE 1040 FOR THE BOTTOM OF THE 4506-C FORM WILL LOOK LIKE THIS, AGAIN MAKE SURE ALL BOXES I SHOW ARE MARKED AND DATES AT THE BOTTOM ARE CORRECT FOR WHAT YEARS WE NEED. **BIG NOTE FOR LOANS WHERE ATLANTA HOUSING IS BEING UTILIZED WE WILL NEED THREE FULL YEARS OF 1040 TRANSCRIPTS and THREE FULL YEARS OF W-2 TRANSCRIPTS.**

ADDED PART BELOW FOR YOUR CONVENIENCE:

Be sure you go to borrower summary, #1 and the 4506 entry #2 to be sure you are asking for W-2's for both of them and for correct years and so forth, looks like this:

Encompass - Build 22.3.0.2 - https://BE11126293.ea.allenmc.com/BE11126293 - bgriffith - 2011120293

Home Pipeline Loan Forms Verify Tools Services Help

Borrowers Made Up and Leta Example

Loan # 19222104176 LTV: # Rate: Est Closing Date: #

Loan Amount: DTL: # Not Locked PS Barbara Griffith

Alerts & Messages Log

File Started 10/27/22

Forms previewed by Barbara 10/27/22

Forms previewed by Barbara 10/27/22

Forms previewed by Barbara 10/27/22

Qualification

Processing

Submitted

Received in UIV

Cont. Approval

Resubmittal

Approval

Docs Out

Doc signing

Funding

Shipping

Purchased

Reconciled

QC Review

Completion

Borrower Summary (US)

SANDBOX MODE Disables Saving

Loan Summary Details

Loan Purpose Purchase

Loan Program

Loan Type

Conforming/Jumbo

Branch ID 192 URLA Year 2020

Channel Banked - Retail

Loan Folder Prospects

Current Status Active Loan

Status Date # Collaterals 0

Compliance Review

Ready for Disclosures

Disclosures Back?

Disclosure Data

LE Application Date

Initial Disclosures Due

Initial Disc Provided

Est Closing Date

Expected Close Date

Expected Borr Count

Borrower Count 2

Application Date 10/27/2022

Long Term LOCK Requests

Purchase with REASON offer

Loan Review Results

Borrower Information CoMortgages 0 Copy From Borrower No Co-applic

Open Origination Form

Borrower Individual Co-Borrower Individual

First Name Made First Name Leta

First Name Made First Name Leta

SSN 123-45-6789 SSN 987-65-4321

DOB 10/10/2000 DOB 11/01/1999

H. Phone H. Phone

W. Phone W. Phone

Cell Cell

Marital Status Married Marital Status Married

E-mail fakenamedup@gmail.com E-mail

Current Address 1003 URLA Part 1 Current Address

Shortcuts

How To Change Of Circumstance

Disclosure Request - COC

Print ProApp Fees Worksheet

Send ProApp Fees Worksheet

1003 URLA Part 1 (VOR)

1003 URLA Part 2 (VOE)

1003 URLA Part 3 (VOD)

1003 URLA Part 4 (VDL)

1003 URLA Lender (VOM)

HOI Order Request

FHA Mgt

USDA Mgt

VA Mgt

Order Pricing

Order MI

Order DU

2008 Entry

Title ONLY / NonPurchasing Spouse

Request Processor Review of Loan

WVOE Order

Flood Insurance Request

Quick Entry - 4506 Quick Entry

4506 Request

Tax Return is For

Type of Request

Current Year 2021

Previous Year 2020

2 Years Ago 2019

Add to Form

Form Exit

Option #1 Borrower W2 12/31/2021 12/31/2020 Request 1 Made Up

Option #2 Co-Borrower W2 12/31/2021 12/31/2020 Request 2 Leta

Option #3

Option #4

Option #5

Option #6

Option #7

Option #8

Request 3

Request 4

Request 5

Request 6

Request 7

Request 8

Edited 12/5/22