

HOW TO FILL OUT A 4506-C

Before focusing on the individual steps to filling out a 4506-C, here are some general 4506-C rules:

- If a 4506-C form is submitted with two names on it, the IRS will assume that they filed jointly and only pull transcripts for the first name on the form. If the applicants on the form file their taxes individually you must order them as 2 separate orders or indicate “Filed Separately” on the cover sheet so we can note that in our submission to the IRS. Obtaining a W-2 for a husband and wife must be 2 separate orders one for each person.
- Order the TRV early enough to allow for delays at the IRS. Normal turn time is 2 business days, and the IRS is not open on any federal holiday. As it gets closer to the tax filing deadline each year the IRS can experience some delayed turn times.
- The 4560-C must be on letter size paper and legible. You are allowed to rewrite the information next to the original entry in larger letters if the font is too small to be legible. Often, in the fax process the image of the 4506-C is reduced sharply from its original size due to what is called “scaling” by your fax machine. Please be sure that scaling is set appropriately for outgoing faxes on your machine. If the original is a faxed copy and is already reduced, please attempt to enlarge the cope before faxing. If the image is too small, it is too hard for the IRS to read they will reject for illegibility. DO NOT cross any information out (which will result in an altered form that is rejected by the IRS). The numerals 5,6,8 seem to be the hardest to decipher. The IRS will reject ANY trace of Line-Out (crossing out an error or changing date) and/or White-out in a form 4506-C even if the borrower (taxpayer) initials the change. If a mistake is made, a new form must be completed. If the IRS detects any hit of alteration to the form, they will reject it.
- 1040 Transcripts are usually available approx. 6 weeks after they have been filed with the IRS.
- IRS accepts electronic signatures now on 4506-C forms. If there is an electronic signature on the 4506-C you need to send documentation along with the 4506-C, which

is an audit trail for the electronic signature. For Example, if you are using DocMagic you would need to send the page that says (DocMagic eSign Certificate for IRS form 4506-C.) Without documentation the IRS will not accept it.

Individual Step:

Box 1a) Taxpayer Name:

Make sure it is an exact match to the name they used when filing their taxes. No nicknames. For business returns, put exact Business names there

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

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Box 1b) Social Security Number:

Must contain the applicant's full 9-digit SSN or the Business full 9-digit EIN

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

XXX-XX-XXXX

Box 2a) Spouse name, if taxes were filed jointly.

*****IF TAXES WERE FILED SEPARATELY, YOU WILL NEED AN INDIVIDUAL FORM FOR EACH BORROWER*****

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

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Box 2b) Spouse 9-digit SSN, if taxes were filed jointly.

*****IF TAXES WERE FILED SEPARATELY, YOU WILL NEED AN INDIVIDUAL FORM FOR EACH BORROWER*****

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

YYY-YY-YYYY

Lines 3 & 4 are vital to speedy processing. The IRS must be able to match at least one of the addresses to the borrower's tax record. Please be sure that both lines 3 & 4 are completed and that line 3 has the most recent address that the borrower used to file their most recent tax return. If illegible, incomplete, or incorrect the IRS will reject the form and a rejection fee of \$6 will apply.

Line 3) Current Name, Address (including apt., room, or suite no.), city, state, and Zipcode

*****PLEASE NOTE: THERE ARE SPECIFIC INSTRUCTIONS FOR THIS ITEM ON PAGE 2 OF THE 4506-C FORM*****

3. Current name, address (including apt., room, or suite no.), city, state, and ZIP code (see instructions)
123 EASY ST, UNIT 1, NUMBERVILLE, MATH XXXXX

Line 4) Previous address shown on the last return filed, if different from Line 3

*****PLEASE NOTE: THERE ARE SPECIFIC INSTRUCTIONS FOR THIS ITEM ON PAGE 2 OF THE 4506-C FORM*****

4. Previous address shown on the last return filed if different from line 3 (see instructions)
456 ALPHABET WAY, WORDVILLE, ENGLISH YYYYYY

Line 5 on the form 4506-C must include the following:

Line 5) "{Company name} c/o Universal Credit Services, Inc. 201 Marple Ave. Clifton Height, PA 19018, 1-800-358-8915 randak1968"

The "randak1968" is our IRS designation and, though unusual, must be included on line 5

Line 6) Transcript Requested: Enter the tax form requested here (1040, 1120, 1120s, or 1065). Only one form type per request.

- 6a-c) Choose the applicable box:
 - Return Transcript: which includes most of the line items of a tax return as filed with the IRS. Return transcripts are available for the current year and returns processed during the prior 3 processing years.
 - Account Transcript: Includes adjustments made by the taxpayer or the IRS or if the filed an extension.
 - Record of Account: Includes adjustments made by the taxpayer or the IRS or filed an amended return.

Line 7) Form W-2, Form 1099: Ordering form W-2 will only give you their W-2 which is their wages and taxes Ordering form 1099 will give you their (W-2, 1099, 1098, K-1, etc...)

Line 8) Year or Period Requested:

- Enter this information using the mm/dd/yyyy format. For example, “12/31/2012”. Use this format for as many as four years of returns.
- When ordering a business return, check to see if they filed on a fiscal year or a calendar year. For example, fiscal 07/31/12 or calendar year would be 12/31/12.

Signature and Date:

- Make sure the borrower(s) have checked the box marked “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.”

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-C 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-C. See instructions.

- Make sure that the name you are ordering it under is the name of the person that signed. The signature must be recognizable and identifiable as relating to the taxpayer’s name (i.e., not a scribble signature without recognizable letters). Do not forget to have the borrower(s) date their signature and verify the signature date is less than 120 days old

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