

How to Order Tax Return Verification/4506T

From the main desktop screen in the [CIS ordering platform](#), choose the **Employment/Income/Asset Verification** category of Products & Services, then click **Order TRV (4506T)**. The 4506T request screen will display (shown below).

- 1) Complete all required fields (required fields are marked with the letter R in the green circle)
- 2) [Upload the 4506T request form](#) & check if the document was electronically signed.
- 3) Select **Order**

CIS INFORMATION SERVICES
[Main](#) ▶ [Tax Return Verification](#)

Tax Return Verification

Branch: SANDYS MORTGAGE COMPANY-CIS-8888
 User: --- SELECT --- Cancel

Loan Identifier R ?
 Notification Email ?

Taxpayer Information

Full name or Business Name on tax form R ? SSN/EIN R ?
 Spouse's Name for Joint Returns Spouse's SSN

Current Address

Full Address R ? [more detail](#)

Previous Address (shown on last tax return, if different from above) ?

Full Address ? [more detail](#)

Order Detail

Tax Forms R ? 1. ?
 Add Transcript

Transcript Type R ? ?
 2016 2015 2014 2013

4506-T Delivery Method R ?

Please upload the signed 4506-T form.

Document was electronically signed R

4506-T (PDF or TIFF file smaller than 2 MB)
 No file chosen R

E-Sign Audit Log (PDF or TIFF file smaller than 2MB)
 No file chosen R

Options

Pay by credit card

Complete all required fields (marked with R in green circle).

Select Order to complete your request. You will receive email notification upon completion.

- Select Tax Form, Transcript Type, Years Requested
- Add Transcripts, if needed
- Upload the signed 4506T request form
- Check box if 4506T was electronically signed
- Upload the E-sign Audit Log with each e-signed request.

[More information on CIS 4506T can be found at this link.](#)

[Tip sheet](#) to assist in avoiding IRS rejections.

Download the [4506T Request Form](#). Please do not change line 5a as it contains the CIS/IRS mailbox detail. Line 5a must read: **TaxReturnVerification.com 327 Caldwell Drive #100 Goodlettsville, TN 37072 P:615-250-2005 #MTHOMAS1**