

# How to Order Tax Return Verification/4506C

From the main desktop screen in the [CIS ordering platform](#), choose the **Employment/Income/Asset Verification** category of Products & Services, then click **Order TRV**. The 4506C 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 4506C request form](#) & check if the document was electronically signed.
- 3) Select **Order**

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

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**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 R ?  [more detail](#)

**Order Detail**

Tax Forms R ?  Transcript Type R ?  Year(s) Requested R ?  2016  2015  2014  2013  
[Add Transcript](#)

**4506-T Delivery Method R ?**

Please upload the signed 4506-T form.

Document was electronically signed

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

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

**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 4506C request form
- Check box if 4506C was electronically signed
- Upload the E-sign Audit Log with each e-signed request.

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

Download the [4506C 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**