

# CIS TRV/4506C Ordering Tips

Follow the below to ensure your 4506C order is processed accurately & timely!

1. Enter the correct IRS mailbox ID detail on Line 5a of the request form:

**Universal Credit Services 370 Reed Rd, Suite 100, Broomall, PA 19008 Randak1968**

2. Enter the borrower's **CURRENT** address on line 3, **EXACTLY** as it appears on the tax return.

3. If the borrower has moved since filing taxes, enter the address shown on the tax return on line 4 and use the current address on line 3 (address on line 4 must be an exact match to the tax return).

Always include **Apartment #, Unit #, Bsmt, Ln, Ave, Dr, St, Rd, Ph, Blvd, East, West, Fl #**.

Do not abbreviate if address is not abbreviated on tax return.

**Include any previous address shown on the borrower's most recent tax return on line 4.**

Enter only 1 address per line.

4. **Social Security Number must match** the most recent tax return. Double-check for accuracy.

5. Name(s) must be entered **EXACTLY** as it appears on the most recent tax return.

Primary tax filer must match line 1 of 4506C when ordering from a joint tax return.

If joint borrowers were single in previous years, name on line 2 must file separate 4506C.

6. Never use white-out, cross-outs or mix handwritten & typed data. Do not highlight form.

7. Ensure the form is **clearly legible**.

8. On line 9, use the date format **mm/dd/yyyy**.

9. **Attestation box above signature must be checked.**

10. The 4506C form **MUST** be **signed & dated**. Signature must be within 120 days of request date.

11. **Never reorder a 4506C with the same information that was previously rejected!** To learn why an IRS rejection occurred, the borrower can call 800.829.8374 and speak to an IRS representative.

**For Business Returns:** make sure Corp, LLC or Inc is included in the company name, when included in the company name on tax return. Show the EIN in xx-xxxxxxx format. Include title of business principal with signature. Business fiscal year must match tax date ordered.