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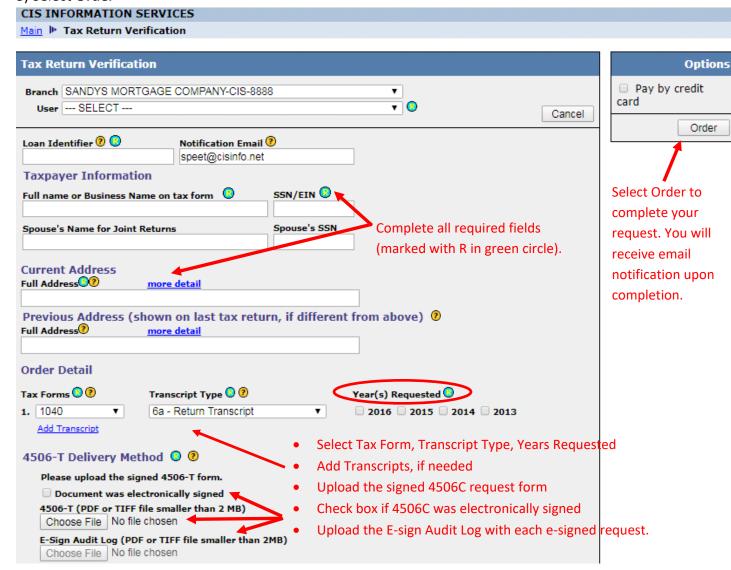
From the main desktop screen in the CIS ordering platform, choose the **Employment/Income/Asset Verification** category of Products & Services, then click **Order TRV**. The 4506C request screen will display (shown below).

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**

More information on CIS 4506C can be found at this link. Please download the request form available from the bottom of the webpage, to ensure the IRS Mailbox ID on line 5a is correct:

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