

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**

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 ?
 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

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

- 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.

Options

Pay by credit card

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

[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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