



# THIRD PARTY AUTHORIZATION

SunTrust Mortgage Loan Number (10 digits): \_\_\_\_\_

I/We, \_\_\_\_\_ ("Borrower") and  
\_\_\_\_\_ ("Co-Borrower", if applicable)

hereby authorize SunTrust Mortgage, Inc. to release any and all information about my Loan to the third party indicated below. I/We understand that information released by SunTrust Mortgage may include, but may not be limited to, information relating to my loan amount and payment transactions history, and/or the provision of copies of my loan documents, which may contain non-public information relating to me and the Co-Borrower.

I/We acknowledge that should I and/or Co-Borrower (if applicable) wish to terminate this authorization, I (or Co-Borrower) must call SunTrust Mortgage at 800.443.1032, option 3, Monday through Friday 8:00 a.m. to 10:00 p.m., ET, and submit the request in writing to the address below.

Date Requested: \_\_\_\_\_

Full Name of Authorized Third Party(s): \_\_\_\_\_

Authorized Party Phone/Email: \_\_\_\_\_ / \_\_\_\_\_

Relationship to Borrower: \_\_\_\_\_

Borrower Name: \_\_\_\_\_

Borrower Social Security Number (last 4 digits): \_\_\_\_\_

Co-Borrower Name: \_\_\_\_\_

Property Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

\_\_\_\_\_  
Borrower Signature/Date

\_\_\_\_\_  
Co-Borrower Signature/Date

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Print Name

When you have completed and signed this Authorization, please return it to the following address or you may fax the Authorization to **804.675.7399**.

SunTrust Mortgage, Inc.  
Attention: Shared Services  
1001 Semmes Avenue  
RVW 3054  
Richmond, Virginia 23224

**Please allow 5 business days from SunTrust's receipt for authorization or termination to be processed.**

#### Additional Information

- If the Short Sale fails to close, the entire Short Sale package may need to be resubmitted with updated information, or the approval process may need to start over.
- The real state agent or STM mortgagor-designated third party should direct their inquiries to 1.800.443.1032, Option 3, Monday through Friday from 8:00 a.m. to 10:00 p.m. The Loss Mitigation Team will answer their questions regarding the status of the account. The call will be forwarded to the Short Sale negotiator as appropriate.
- Real estate agents are generally allowed 5% to 6% commission based on investor rules. If dual agency applies, maximum commission is 5%. Some investors operate on a reduced commission structure and the actual commission schedule can be confirmed during the introduction call.
- The Short Sale must be an “arm’s-length” transaction. The property may not be sold to anyone the seller has a close personal or business relationship with, including family, friends or neighbors.
- During the discussion with the short sale negotiator, the following will be addressed:
  - Commissions
  - Fees and costs
  - Pricing of the property
  - Timeline
  - Borrower Contribution
- In some cases investors and/or Private Mortgage Insurance (PMI) companies require mortgagors to make a cash contribution or sign an unsecured note for some or all of the difference between the net proceeds from the sale and the total amount due. This is communicated as part of the response on a Short Sale offer.

SunTrust Mortgage makes every attempt to process Short Sales within a time frame that suits sellers and buyers. Because there are often many parties involved in a transaction, and each Short Sale is different, it is difficult to know exactly how long the process will take. Here is an overview of the basic process:

- Complete short sale application received.  
**Note:** Incomplete application will delay review/approval process.
- Property Evaluation completed (appraisal or BPO per investor requirement).
- Short Sale application assigned to Loss Mitigation Negotiator.
- Short Sale negotiator completes initial review of Short Sale application.
- Short Sale negotiator completes “Introduction Call” to real estate agent and homeowner.

#### Additional Steps:

- Mortgage insurer approval (if applicable).
- Investor approval (if applicable).
- Additional liens negotiated by real estate agent.
- A completed net sheet/HUD-1 (our payoff is not necessary).
- Fully executed purchase contract with all pages initiated by buyer(s) and seller(s).
- Buyer pre-qualification letter or proof of funds if cash offer.

#### All items above are complete.

- Short Sale application decision.
- Short Sale decision letters issued to appropriate parties.



# Financial Information

Loan Number: \_\_\_\_\_



Borrowers: List all persons whose names appear on your mortgage or note					
Name	Mailing Address	Social Security #	Telephone #		
1.		- -	Day _____		
			Evening _____		
2.		- -	Day _____		
			Evening _____		
Do you collect rent for any part of this house? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, how much rent per month do you collect? _____			Property Address _____		
Person(s) whose income(s) will be used to meet family obligations					
Name				Income (note weekly, bi-weekly, or monthly)	
				Gross	Net
Present Employer(s)/ Type of Work	Address of Employer(s)	Telephone #(s)	Date Employed		
1.					
2.					
Previous Employer	Address of Employer	Telephone #	Date From/To /		
				Gross	Net
Present Employer(s)/ Type of Work	Address of Employer(s)	Telephone #(s)	Date Employed		
1.					
2.					
Previous Employer	Address of Employer	Telephone #	Date From/To /		
				Gross	Net
List all other income which is available to meet mortgage payments and other expenses. Identify sources of income (i.e. VA benefits, rent, social security, disability, alimony, welfare, child support, other benefits...etc.)					
Person Receiving Income	Type of Income	Name and Address of Source of Income		Monthly Income	
Name, relationship and age(s) of dependents living with you			Name and relationship of other persons you support (former spouse, children...etc.)		
Is the property listed for sale? <input type="checkbox"/> Yes <input type="checkbox"/> No If no, are you interested in selling the property? <input type="checkbox"/> Yes <input type="checkbox"/> No					
If yes, what is the list price? \$ _____			How long listed at this price? _____		
Original list price and date _____			Price reduction(s) and date(s) _____		
How long has the property been listed? _____			What is the Realtor's Name & #? _____		
Do you have a second mortgage? <input type="checkbox"/> Yes <input type="checkbox"/> No					
Mortgage Holder _____					
Address & Phone # _____					
Principal Balance of 2nd _____		Payment Amount \$ _____		Due Date of 2nd _____	
Are there other liens or judgments against the property? <input type="checkbox"/> Yes <input type="checkbox"/> No					
Mortgage Holder _____					
If yes, who holds the lien? _____			What is the amount of the lien? _____		
Are you living at the property? <input type="checkbox"/> Yes <input type="checkbox"/> No					

# Financial Information (continued)

Loan Number: \_\_\_\_\_



<b>Do you expect future income (i.e. Insurance, disability claims, lawsuits, alimony, child support, rent...etc.)?</b>							
Person(s) to receive added income	When?	From what source?	Lump sum	Monthly Amount (\$)			
<b>Assets</b>							
<b>How much money do you have in the following:</b>							
Savings Account	Cash or Money Orders	Checking Account	Savings Bonds	Life Insurance (Cash Value)			
<b>List any real estate you own, besides your home</b>							
Description of Property	Purchase Price	Monthly Payments	Monthly Income				
<b>Describe any emergency repairs necessary on your home (i.e. heat, plumbing, electrical, roof...etc.)</b>							
<b>List the amount of each special deduction taken from your gross:</b>							
Federal Income Tax	State/Local Income Tax	FICA and Retirement	Health Insurance				
Life Insurance	Union Dues	Savings (bank, credit union...etc.)	Other (specify)				
<b>List below the amount you spend monthly for the following:</b>							
Electricity/gas/oil	Water, Sewage	Home Maintenance	Telephone	Food (include food stamps)			
Clothing	Other Household	Transportation Expenses	Auto Insurance	Medical/Dental			
Life Insurance	Tuition & Books	Alimony & Child Support	Child Care	Other (specify)			
<b>List all your debts below. Include medical bills, charge accounts, payments due on cars and appliances, second mortgages and liens against your property.</b>							
To Whom Owed	Account Number	Date Opened	For What Purpose	Present Balance	Monthly Payment	Date of 1st Payment	# of Payments Past Due
<b>Explain, in your own words, why you got behind in your mortgage payments. How do you plan to catch up on your payment?</b>							
<b>Certification</b>							
I, (We,) certify the information I (we) have given is true and complete to the best of my (our) knowledge and belief.							
_____		_____		_____		_____	
Signature		Date		Signature		Date	



# SELLER'S AGENT Affidavit of "Arm's Length Transaction"

State of \_\_\_\_\_ County of \_\_\_\_\_

All parties relevant to this transaction attest that it is an "Arm's Length Transaction", meaning that the transaction has been negotiated by unrelated parties and that the sale price is based on fair market value of the property. Buyer and Seller are acting in his /her own self-interest. Those signing this affidavit as agents for Buyer, Seller or both are acting in the best interests of their respective principal.

\_\_\_\_\_ (hereinafter referred to as "Seller's Agent" and/or "Affiant"), being duly sworn, deposes and says, that s/he is representing \_\_\_\_\_

(hereinafter referred to as "Seller(s)" even if more than one) as his/her agent to the sale of the property identified as \_\_\_\_\_ [street address]

from \_\_\_\_\_ (hereinafter referred to as "Buyer(s)") in a short sale transaction;

Affiant further says that no party to the sales contract, including Buyer, Seller's Agent or Buyer's Agent, is a relative of, business associate of, or shares any business interest with, Seller;

Affiant further says that there are no hidden agreements, implied terms or special understandings between Seller, Buyer, Seller's Agent or Buyer's Agent which have not been made part of the written sales contract and which have not been disclosed to all interested parties for the current sale or subsequent sale of the above mentioned property;

Affiant further says that there are no agreements or understandings, oral, written or implied, that will permit Seller to remain in the above mentioned property as renter or to regain ownership of said property at any time after the execution of this short sale transaction except to the extent that the Seller is permitted to remain as a tenant on the said property for a short term as is common and customary in the market but no longer than ninety (90) days, in order to facilitate relocation;

Affiant further says that beyond any contractual sales commissions owed to the Seller's Agent and/or Buyer's Agent as reflected on the final estimated closing statement, no other parties (Buyer or Seller) to this short sale transaction will receive any proceeds from the sale of the above mentioned property;

Affiant further says that it is agreed and understood that the Lender Servicer and investor are relying upon the statements made in this affidavit as consideration for the reduction of the mortgage payoff amount which is secured by a deed of trust or mortgage encumbering the above mentioned property;

Affiant further says that the Lender Servicer and investor are indemnified for any and all loss resulting from any negligent or intentional misrepresentation made in the affidavit, including, but not limited to, repayment of the amount of the reduced payoff of the above mentioned property;

Affiant further says that it is understood that any misrepresentation may subject the responsible party to civil and/or criminal liability.

The certification will survive the closing of the transaction.

The undersigned declares under penalty of perjury that all statements made in this affidavit are true and correct.

\_\_\_\_\_  
Signature of Affiant / Date

\_\_\_\_\_  
Signature of Affiant / Date

\_\_\_\_\_  
Printed Name of Affiant

\_\_\_\_\_  
Printed Name of Affiant

\_\_\_\_\_  
Signature of Affiant / Date

\_\_\_\_\_  
Signature of Affiant / Date

\_\_\_\_\_  
Printed Name of Affiant

\_\_\_\_\_  
Printed Name of Affiant

STATE OF \_\_\_\_\_  
COUNTY OF \_\_\_\_\_

Subscribed and sworn to before me the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

Signature of Notary Public \_\_\_\_\_ Printed Name of Notary Public \_\_\_\_\_

County of Residence \_\_\_\_\_ Date Commission Expires \_\_\_\_\_



# SELLER Affidavit of "Arm's Length Transaction"

State of \_\_\_\_\_ County of \_\_\_\_\_

All parties relevant to this transaction attest that it is an "Arm's Length Transaction", meaning that the transaction has been negotiated by unrelated parties and that the sale price is based on fair market value of the property. Buyer and Seller are acting in his /her own self-interest. Those signing this affidavit as agents for Buyer, Seller or both are acting in the best interests of their respective principal.

\_\_\_\_\_ [Seller(s)] (hereinafter referred to as "Seller(s)" and/or "Affiant(s)" even if more than one), being duly sworn, deposes and says, that s/he is the party selling the property identified as \_\_\_\_\_

[street address] to \_\_\_\_\_ [Buyer(s)] (hereinafter referred to as "Buyer(s) even if more than one") in a short sale transaction;

Affiant further says that no party to the sales contract, including Buyer, Seller's Agent or Buyer's Agent, is a relative of, business associate of, or shares any business interest with, Seller;

Affiant further says that there are no hidden agreements, implied terms or special understandings between Seller, Buyer, Seller's Agent or Buyer's Agent which have not been made part of the written sales contract and which have not been disclosed to all interested parties for the current sale or subsequent sale of the above mentioned property;

Affiant further says that there are no agreements or understandings, oral, written or implied, that will permit Seller to remain in the above mentioned property as renter or to regain ownership of said property at any time after the execution of this short sale transaction except to the extent that the Seller is permitted to remain as a tenant on the said property for a short term as is common and customary in the market but no longer than ninety (90) days, in order to facilitate relocation;

Affiant further says that beyond any contractual sales commissions owed to the Seller's Agent and/or Buyer's Agent as reflected on the final estimated closing statement, no other parties (Buyer or Seller) to this short sale transaction will receive any proceeds from the sale of the above mentioned property;

Affiant further says that it is agreed and understood that the Lender Servicer and investor are relying upon the statements made in this affidavit as consideration for the reduction of the mortgage payoff amount which is secured by a deed of trust or mortgage encumbering the above mentioned property;

Affiant further says that the Lender Servicer and investor are indemnified for any and all loss resulting from any negligent or intentional misrepresentation made in the affidavit, including, but not limited to, repayment of the amount of the reduced payoff of the above mentioned property;

Affiant further says that it is understood that any misrepresentation may subject the responsible party to civil and/or criminal liability.

The certification will survive the closing of the transaction.

The undersigned declares under penalty of perjury that all statements made in this affidavit are true and correct.

\_\_\_\_\_/\_\_\_\_\_  
Signature of Affiant / Date

\_\_\_\_\_/\_\_\_\_\_  
Signature of Affiant / Date

\_\_\_\_\_  
Printed Name of Affiant

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Printed Name of Affiant

\_\_\_\_\_/\_\_\_\_\_  
Signature of Affiant / Date

\_\_\_\_\_/\_\_\_\_\_  
Signature of Affiant / Date

\_\_\_\_\_  
Printed Name of Affiant

\_\_\_\_\_  
Printed Name of Affiant

STATE OF \_\_\_\_\_  
COUNTY OF \_\_\_\_\_

Subscribed and sworn to before me the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

Signature of Notary Public \_\_\_\_\_ Printed Name of Notary Public \_\_\_\_\_

County of Residence \_\_\_\_\_ Date Commission Expires \_\_\_\_\_



# BUYER Affidavit of "Arm's Length Transaction"

State of \_\_\_\_\_ County of \_\_\_\_\_

All parties relevant to this transaction attest that it is an "Arm's Length Transaction", meaning that the transaction has been negotiated by unrelated parties and that the sale price is based on fair market value of the property. Buyer and Seller are acting in his /her own self-interest. Those signing this affidavit as agents for Buyer, Seller or both are acting in the best interests of their respective principal.

\_\_\_\_\_ [Buyer(s)] (hereinafter referred to as "Buyer(s)" and/or "Affiant(s)" even if more than one), being duly sworn, deposes and says, that s/he is the party buying the property identified as \_\_\_\_\_

[street address] from \_\_\_\_\_ [Seller(s)] (hereinafter referred to as "Seller(s)" even if more than one) in a short sale transaction;

Affiant further says that no party to the sales contract, including Buyer, Seller's Agent or Buyer's Agent, is a relative of, business associate of, or shares any business interest with, Seller;

Affiant further says that there are no hidden agreements, implied terms or special understandings between Seller, Buyer, Seller's Agent or Buyer's Agent which have not been made part of the written sales contract and which have not been disclosed to all interested parties for the current sale or subsequent sale of the above mentioned property;

Affiant further says that there are no agreements or understandings, oral, written or implied, that will permit Seller to remain in the above mentioned property as renter or to regain ownership of said property at any time after the execution of this short sale transaction except to the extent that the Seller is permitted to remain as a tenant on the said property for a short term as is common and customary in the market but no longer than ninety (90) days, in order to facilitate relocation;

Affiant further says that beyond any contractual sales commissions owed to the Seller's Agent and/or Buyer's Agent as reflected on the final estimated closing statement, no other parties (Buyer or Seller) to this short sale transaction will receive any proceeds from the sale of the above mentioned property;

Affiant further says that it is agreed and understood that the Lender Servicer and investor are relying upon the statements made in this affidavit as consideration for the reduction of the mortgage payoff amount which is secured by a deed of trust or mortgage encumbering the above mentioned property;

Affiant further says that the Lender Servicer and investor are indemnified for any and all loss resulting from any negligent or intentional misrepresentation made in the affidavit, including, but not limited to, repayment of the amount of the reduced payoff of the above mentioned property;

Affiant further says that it is understood that any misrepresentation may subject the responsible party to civil and/or criminal liability.

The certification will survive the closing of the transaction.

The undersigned declares under penalty of perjury that all statements made in this affidavit are true and correct.

\_\_\_\_\_/\_\_\_\_\_  
Signature of Affiant / Date

\_\_\_\_\_/\_\_\_\_\_  
Signature of Affiant / Date

\_\_\_\_\_  
Printed Name of Affiant

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Signature of Affiant / Date

\_\_\_\_\_  
Printed Name of Affiant

\_\_\_\_\_  
Printed Name of Affiant

STATE OF \_\_\_\_\_  
COUNTY OF \_\_\_\_\_

Subscribed and sworn to before me the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

Signature of Notary Public \_\_\_\_\_ Printed Name of Notary Public \_\_\_\_\_

County of Residence \_\_\_\_\_ Date Commission Expires \_\_\_\_\_



# SETTLEMENT AGENT Affidavit of "Arm's Length Transaction"

State of \_\_\_\_\_ County of \_\_\_\_\_

All parties relevant to this transaction attest that it is an "Arm's Length Transaction", meaning that the transaction has been negotiated by unrelated parties and that the sale price is based on fair market value of the property. Buyer and Seller are acting in his /her own self-interest. Those signing this affidavit as agents for Buyer, Seller or both are acting in the best interests of their respective principal.

\_\_\_\_\_ (hereinafter referred to as "Settlement Agent" and/or "Affiant"), being duly sworn, deposes and says, that s/he is facilitating the closing and legal transfer of title and ownership from the Seller(s) of the property identified as \_\_\_\_\_ [street address] to the Buyer(s) in a short sale transaction;

Affiant further says that no party to the sales contract, including Buyer, Seller's Agent or Buyer's Agent, is a relative of, business associate of, or shares any business interest with, Seller;

Affiant further says that there are no hidden agreements, implied terms or special understandings between Seller, Buyer, Seller's Agent or Buyer's Agent which have not been made part of the written sales contract and which have not been disclosed to all interested parties for the current sale or subsequent sale of the above mentioned property;

Affiant further says that there are no agreements or understandings, oral, written or implied, that will permit Seller to remain in the above mentioned property as renter or to regain ownership of said property at any time after the execution of this short sale transaction except to the extent that the Seller is permitted to remain as a tenant on the said property for a short term as is common and customary in the market but no longer than ninety (90) days, in order to facilitate relocation;

Affiant further says that beyond any contractual sales commissions owed to the Seller's Agent and/or Buyer's Agent as reflected on the final estimated closing statement, no other parties (Buyer or Seller) to this short sale transaction will receive any proceeds from the sale of the above mentioned property;

Affiant further says that it is agreed and understood that the Lender Servicer and investor are relying upon the statements made in this affidavit as consideration for the reduction of the mortgage payoff amount which is secured by a deed of trust or mortgage encumbering the above mentioned property;

Affiant further says that the Lender Servicer and investor are indemnified for any and all loss resulting from any negligent or intentional misrepresentation made in the affidavit, including, but not limited to, repayment of the amount of the reduced payoff of the above mentioned property;

Affiant further says that it is understood that any misrepresentation may subject the responsible party to civil and/or criminal liability.

The certification will survive the closing of the transaction.

The undersigned declares under penalty of perjury that all statements made in this affidavit are true and correct.

\_\_\_\_\_  
Signature of Affiant / Date

\_\_\_\_\_  
Signature of Affiant / Date

\_\_\_\_\_  
Printed Name of Affiant

\_\_\_\_\_  
Printed Name of Affiant

\_\_\_\_\_  
Signature of Affiant / Date

\_\_\_\_\_  
Signature of Affiant / Date

\_\_\_\_\_  
Printed Name of Affiant

\_\_\_\_\_  
Printed Name of Affiant

STATE OF \_\_\_\_\_  
COUNTY OF \_\_\_\_\_

Subscribed and sworn to before me the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

Signature of Notary Public \_\_\_\_\_ Printed Name of Notary Public \_\_\_\_\_

County of Residence \_\_\_\_\_ Date Commission Expires \_\_\_\_\_





# BUYER'S AGENT Affidavit of "Arm's Length Transaction"

State of \_\_\_\_\_ County of \_\_\_\_\_

All parties relevant to this transaction attest that it is an "Arm's Length Transaction", meaning that the transaction has been negotiated by unrelated parties and that the sale price is based on fair market value of the property. Buyer and Seller are acting in his /her own self-interest. Those signing this affidavit as agents for Buyer, Seller or both are acting in the best interests of their respective principal.

\_\_\_\_\_ (hereinafter referred to as "Buyer's Agent" and/or "Affiant"), being duly sworn, deposes and says, that s/he is representing \_\_\_\_\_

(hereinafter referred to as "Buyer(s)" even if more than one) as his/her agent to the sale of the property identified as \_\_\_\_\_ [street address]

from \_\_\_\_\_ (hereinafter referred to as "Seller(s)") in a short sale transaction;

Affiant further says that no party to the sales contract, including Buyer, Seller's Agent or Buyer's Agent, is a relative of, business associate of, or shares any business interest with, Seller;

Affiant further says that there are no hidden agreements, implied terms or special understandings between Seller, Buyer, Seller's Agent or Buyer's Agent which have not been made part of the written sales contract and which have not been disclosed to all interested parties for the current sale or subsequent sale of the above mentioned property;

Affiant further says that there are no agreements or understandings, oral, written or implied, that will permit Seller to remain in the above mentioned property as renter or to regain ownership of said property at any time after the execution of this short sale transaction except to the extent that the Seller is permitted to remain as a tenant on the said property for a short term as is common and customary in the market but no longer than ninety (90) days, in order to facilitate relocation;

Affiant further says that beyond any contractual sales commissions owed to the Seller's Agent and/or Buyer's Agent as reflected on the final estimated closing statement, no other parties (Buyer or Seller) to this short sale transaction will receive any proceeds from the sale of the above mentioned property;

Affiant further says that it is agreed and understood that the Lender Servicer and investor are relying upon the statements made in this affidavit as consideration for the reduction of the mortgage payoff amount which is secured by a deed of trust or mortgage encumbering the above mentioned property;

Affiant further says that the Lender Servicer and investor are indemnified for any and all loss resulting from any negligent or intentional misrepresentation made in the affidavit, including, but not limited to, repayment of the amount of the reduced payoff of the above mentioned property;

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Signature of Affiant / Date

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Signature of Affiant / Date

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Signature of Affiant / Date

\_\_\_\_\_  
Printed Name of Affiant

\_\_\_\_\_  
Printed Name of Affiant

STATE OF \_\_\_\_\_  
COUNTY OF \_\_\_\_\_

Subscribed and sworn to before me the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

Signature of Notary Public \_\_\_\_\_ Printed Name of Notary Public \_\_\_\_\_

County of Residence \_\_\_\_\_ Date Commission Expires \_\_\_\_\_

# Request for Transcript of Tax Return

▶ Request may be rejected if the form is incomplete or illegible.

**Tip.** Use Form 4506-T to order a transcript or other return information free of charge. See the product list below. You can also call 1-800-829-1040 to order a transcript. If you need a copy of your return, use Form 4506, Request for Copy of Tax Return. There is a fee to get a copy of your return.

1a Name shown on tax return. If a joint return, enter the name shown first.	1b First social security number on tax return or employer identification number (see instructions)
2a If a joint return, enter spouse's name shown on tax return.	2b Second social security number if joint tax return
3 Current name, address (including apt., room, or suite no.), city, state, and ZIP code	
4 Previous address shown on the last return filed if different from line 3	
5 If the transcript or tax information is to be mailed to a third party (such as a mortgage company), enter the third party's name, address, and telephone number. The IRS has no control over what the third party does with the tax information.	

**Caution.** If the transcript is being mailed to a third party, ensure that you have filled in line 6 and line 9 before signing. Sign and date the form once you have filled in these lines. Completing these steps helps to protect your privacy.

6 **Transcript requested.** Enter the tax form number here (1040, 1065, 1120, etc.) and check the appropriate box below. Enter only one tax form number per request. ▶

a **Return Transcript**, which includes most of the line items of a tax return as filed with the IRS. A tax return transcript does not reflect changes made to the account after the return is processed. Transcripts are only available for the following returns: Form 1040 series, Form 1065, Form 1120, Form 1120A, Form 1120H, Form 1120L, and Form 1120S. Return transcripts are available for the current year and returns processed during the prior 3 processing years. Most requests will be processed within 10 business days . . . . .

b **Account Transcript**, which contains information on the financial status of the account, such as payments made on the account, penalty assessments, and adjustments made by you or the IRS after the return was filed. Return information is limited to items such as tax liability and estimated tax payments. Account transcripts are available for most returns. Most requests will be processed within 30 calendar days. . . . .

c **Record of Account**, which is a combination of line item information and later adjustments to the account. Available for current year and 3 prior tax years. Most requests will be processed within 30 calendar days . . . . .

7 **Verification of Nonfiling**, which is proof from the IRS that you **did not** file a return for the year. Current year requests are only available after June 15th. There are no availability restrictions on prior year requests. Most requests will be processed within 10 business days . . . . .

8 **Form W-2, Form 1099 series, Form 1098 series, or Form 5498 series transcript.** The IRS can provide a transcript that includes data from these information returns. State or local information is not included with the Form W-2 information. The IRS may be able to provide this transcript information for up to 10 years. Information for the current year is generally not available until the year after it is filed with the IRS. For example, W-2 information for 2007, filed in 2008, will not be available from the IRS until 2009. If you need W-2 information for retirement purposes, you should contact the Social Security Administration at 1-800-772-1213. Most requests will be processed within 45 days . . . . .

**Caution.** If you need a copy of Form W-2 or Form 1099, you should first contact the payer. To get a copy of the Form W-2 or Form 1099 filed with your return, you must use Form 4506 and request a copy of your return, which includes all attachments.

9 **Year or period requested.** Enter the ending date of the year or period, using the mm/dd/yyyy format. If you are requesting more than four years or periods, you must attach another Form 4506-T. For requests relating to quarterly tax returns, such as Form 941, you must enter each quarter or tax period separately.

**Signature of taxpayer(s).** I declare that I am either the taxpayer whose name is shown on line 1a or 2a, or a person authorized to obtain the tax information requested. If the request applies to a joint return, either husband or wife must sign. If signed by a corporate officer, partner, guardian, tax matters partner, executor, receiver, administrator, trustee, or party other than the taxpayer, I certify that I have the authority to execute Form 4506-T on behalf of the taxpayer. **Note.** For transcripts being sent to a third party, this form must be received within 120 days of signature date.

<b>Sign Here</b>	Signature (see instructions)	Date	Telephone number of taxpayer on line 1a or 2a
	Title (if line 1a above is a corporation, partnership, estate, or trust)		
	Spouse's signature	Date	

## General Instructions

**Purpose of form.** Use Form 4506-T to request tax return information. You can also designate a third party to receive the information. See line 5.

**Tip.** Use Form 4506, Request for Copy of Tax Return, to request copies of tax returns.

**Where to file.** Mail or fax Form 4506-T to the address below for the state you lived in, or the state your business was in, when that return was filed. There are two address charts: one for individual transcripts (Form 1040 series and Form W-2) and one for all other transcripts.

If you are requesting more than one transcript or other product and the chart below shows two different RAIVS teams, send your request to the team based on the address of your most recent return.

**Automated transcript request.** You can call 1-800-829-1040 to order a transcript through the automated self-help system. Follow prompts for "questions about your tax account" to order a tax return transcript.

### Chart for individual transcripts (Form 1040 series and Form W-2)

If you filed an individual return and lived in:	Mail or fax to the "Internal Revenue Service" at:
Florida, Georgia, North Carolina, South Carolina	RAIVS Team P.O. Box 47-421 Stop 91 Doraville, GA 30362 770-455-2335
Alabama, Kentucky, Louisiana, Mississippi, Tennessee, Texas, a foreign country, or A.P.O. or F.P.O. address	RAIVS Team Stop 6716 AUSC Austin, TX 73301 512-460-2272
Alaska, Arizona, California, Colorado, Hawaii, Idaho, Illinois, Indiana, Iowa, Kansas, Michigan, Minnesota, Montana, Nebraska, Nevada, New Mexico, North Dakota, Oklahoma, Oregon, South Dakota, Utah, Washington, Wisconsin, Wyoming	RAIVS Team Stop 37106 Fresno, CA 93888 559-456-5876
Arkansas, Connecticut, Delaware, District of Columbia, Maine, Maryland, Massachusetts, Missouri, New Hampshire, New Jersey, New York, Ohio, Pennsylvania, Rhode Island, Vermont, Virginia, West Virginia	RAIVS Team Stop 6705 P-6 Kansas City, MO 64999 816-292-6102

### Chart for all other transcripts

If you lived in or your business was in:	Mail or fax to the "Internal Revenue Service" at:
Alabama, Alaska, Arizona, Arkansas, California, Colorado, Florida, Hawaii, Idaho, Iowa, Kansas, Louisiana, Minnesota, Mississippi, Missouri, Montana, Nebraska, Nevada, New Mexico, North Dakota, Oklahoma, Oregon, South Dakota, Tennessee, Texas, Utah, Washington, Wyoming, a foreign country, or A.P.O. or F.P.O. address	RAIVS Team P.O. Box 9941 Mail Stop 6734 Ogden, UT 84409 801-620-6922
Connecticut, Delaware, District of Columbia, Georgia, Illinois, Indiana, Kentucky, Maine, Maryland, Massachusetts, Michigan, New Hampshire, New Jersey, New York, North Carolina, Ohio, Pennsylvania, Rhode Island, South Carolina, Vermont, Virginia, West Virginia, Wisconsin	RAIVS Team P.O. Box 145500 Stop 2800 F Cincinnati, OH 45250 859-669-3592

**Line 1b.** Enter your employer identification number (EIN) if your request relates to a business return. Otherwise, enter the first social security number (SSN) shown on the return. For example, if you are requesting Form 1040 that includes Schedule C (Form 1040), enter your SSN.

**Line 6.** Enter only one tax form number per request.

**Signature and date.** Form 4506-T must be signed and dated by the taxpayer listed on line 1a or 2a. If you completed line 5 requesting the information be sent to a third party, the IRS must receive Form 4506-T within 120 days of the date signed by the taxpayer or it will be rejected.

**Individuals.** Transcripts of jointly filed tax returns may be furnished to either spouse. Only one signature is required. Sign Form 4506-T exactly as your name appeared on the original return. If you changed your name, also sign your current name.

**Corporations.** Generally, Form 4506-T can be signed by: (1) an officer having legal authority to bind the corporation, (2) any person designated by the board of directors or other governing body, or (3) any officer or employee on written request by any principal officer and attested to by the secretary or other officer.

**Partnerships.** Generally, Form 4506-T can be signed by any person who was a member of the partnership during any part of the tax period requested on line 9.

**All others.** See Internal Revenue Code section 6103(e) if the taxpayer has died, is insolvent, is a dissolved corporation, or if a trustee, guardian, executor, receiver, or administrator is acting for the taxpayer.

**Documentation.** For entities other than individuals, you must attach the authorization document. For example, this could be the letter from the principal officer authorizing an employee of the corporation or the Letters Testamentary authorizing an individual to act for an estate.

**Privacy Act and Paperwork Reduction Act Notice.** We ask for the information on this form to establish your right to gain access to the requested tax information under the Internal Revenue Code. We need this information to properly identify the tax information and respond to your request. You are not required to request any transcript; if you do request a transcript, sections 6103 and 6109 and their regulations require you to provide this information, including your SSN or EIN. If you do not provide this information, we may not be able to process your request. Providing false or fraudulent information may subject you to penalties.

Routine uses of this information include giving it to the Department of Justice for civil and criminal litigation, and cities, states, and the District of Columbia for use in administering their tax laws. We may also disclose this information to other countries under a tax treaty, to federal and state agencies to enforce federal nontax criminal laws, or to federal law enforcement and intelligence agencies to combat terrorism.

You are not required to provide the information requested on a form that is subject to the Paperwork Reduction Act unless the form displays a valid OMB control number. Books or records relating to a form or its instructions must be retained as long as their contents may become material in the administration of any Internal Revenue law. Generally, tax returns and return information are confidential, as required by section 6103.

The time needed to complete and file Form 4506-T will vary depending on individual circumstances. The estimated average time is: **Learning about the law or the form**, 10 min.; **Preparing the form**, 12 min.; and **Copying, assembling, and sending the form to the IRS**, 20 min.

If you have comments concerning the accuracy of these time estimates or suggestions for making Form 4506-T simpler, we would be happy to hear from you. You can write to the Internal Revenue Service, Tax Products Coordinating Committee, SE:W:CAR:MP:T:T:SP, 1111 Constitution Ave. NW, IR-6526, Washington, DC 20224. Do not send the form to this address. Instead, see *Where to file* on this page.