

### Home Affordable Foreclosure Alternative (HAFA) -- Short Sale

A “short sale” is specifically designed to help borrowers who are unable to afford their first mortgage and want to sell their home to avoid foreclosure, even if the sale price may not pay off the total amount owed on their mortgage. A short sale requires a number of parties (you, the buyer, your real estate broker, and sometimes mortgage insurance companies and other lenders) to work together to make this option successful. You will not be able to keep your home; however, it could be a good solution for your current situation.

#### **How Does a HAFA Short Sale Work?**

- **Pre-Sale**—We start by providing you with a Short Sale Terms and Conditions Agreement and related documentation in which we will be advising you of the minimum contract price or the minimum net sale proceeds (the minimum amount that we must receive after sales costs) from the sale of your home. You must then list your property (like any home sale) with a local real estate agent at a price that will support the minimum contract price or minimum net sale proceeds. If you have already listed your home for sale or have an executed sales contract, you may still be eligible for this option.
- **Offer**—When you receive an offer on your home, you will submit a Request for Approval of Short Sale along with the required documentation to us for approval. We will approve the sale provided it will comply with all the terms we agreed to in the Short Sale Terms and Conditions Agreement. We will consider offers that do not comply with all the terms in the Short Sale Terms and Conditions Agreement with no commitment that the offer will be accepted by us.
  - You will be responsible for gathering any paperwork necessary (such as your last statement) for any subordinate lienholders and sending it to us when you return the signed Short Sale Terms and Conditions Agreement. We will contribute up to six percent (6%) of the unpaid principal balance of each subordinate lien, not to exceed an aggregate of \$6,000 for all subordinate liens in total, toward paying off any subordinate lien holders. Clearing all other liens and delivering clear and marketable title to your property is your responsibility
- **Closing**—Once the short sale transaction closes in accordance with all the terms of your Short Sale Terms and Conditions Agreement, we will release you from all responsibilities for repaying your mortgage loan. In addition, you may be eligible to receive an assistance payment of \$3,000 to help with your moving expenses. (The check will be paid to you by the settlement agent as part of the closing.) In the event there is any money left over from the sale after paying the entire amount you owe on the mortgage plus the approved sale costs, you may be entitled to retain that left over money but you will not be eligible to receive the \$3,000 assistance payment.

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If you are interested in pursuing the HAFA Short sale option, you will need to provide very specific documentation within a very short time frame for us to determine your eligibility. Much of the documentation is similar to the documentation you may have provided as part of your request for consideration for a possible loan modification under the Home Affordable Modification Program (HAMP).

If you would like to be considered for a HAFA Short Sale, you will need to submit the following information and/or documentation to Aurora Loan Services. *All of the required documentation must be received by Aurora Loan Services before a full evaluation of your request can be made.*

#### **Documentation Requirements**

- A fully completed and signed (by all borrowers) MHA Request for Modification & Affidavit (RMA) and addendum
- A signed and dated copy of IRS Form 4506-T (**Request for Transcript of Tax Return**) for each borrower. Borrowers who filed their tax returns jointly may send in one IRS Form 4506-T signed and dated by both of the joint filers
- A copy of the most recently filed **signed federal tax return** with all schedules, including Schedule E-Supplemental Income and Loss and Schedule C-Profit and Loss from Business, if applicable, for all borrowers
- For each borrower who receives a **salary or hourly wages**, copies of the two (2) most recent pay stubs that show year-to-date earnings
- For each borrower who is **self-employed**, a copy of the most recent quarterly or year-to-date profit/loss statement
- For each borrower who has income such as **social security, disability or death benefits, pension, adoption assistance, public assistance, or unemployment**:
  - A copy of the benefits statement or letter from the provider that states the amount and frequency, and in the case of unemployment income the duration of the benefit, and

→ Copies of the two most recent bank statements showing receipt of such payment.

Note: Depending on the owner/investor for your loan, we may not be able to use unemployment income as qualifying income. If we are able to use your unemployment income, it must continue for at least nine (9) months to be considered qualifying income.

- For each borrower who is relying on **alimony, child support or separation maintenance** as qualifying income\*:
  - A copy of the divorce decree, separation agreement, other written agreement filed with the court that states the amount and frequency of the income, and Copies of the two most recent bank statements showing receipt of such payment.
  - \* You are not required to disclose child support, alimony or separation maintenance income, unless you choose to have it considered by Aurora Loan Services as qualifying income
- For each borrower who has **rental income** only 75% of the gross rents (from Schedule E of the federal tax return) will be used for qualifying income under this program
- For each borrower who has **non-wage income (part time employment, bonuses, tips and investment income)**, a copy of the documentation describing the nature of the income (e.g., an employment contract or printouts documenting tip income)
- Include information on other liens secured by your home (such as home equity loans, homeowner association liens, tax liens or judgments)
- If your property is currently under contract and you have not yet submitted the offer to us for review and approval, please refer to the Alternative Request for Short sale Approval guidelines. Please note, depending upon the investor on your loan, this option may not be available.

Please note that your file cannot be reviewed until all of the requested documentation has been received by Aurora Loan Services.

Keep a copy of all documents for your records—do not send the original income documents.

Financial information and documentation may be sent to one of the following:

- ✓ Via fax at 1-866-517-7975, ATTN: Loss Mitigation; or
- ✓ Via mail to one of the following addresses:

Overnight Delivery Services:

Aurora Loan Services  
Attention: Loss Mitigation  
2617 College Park  
Scottsbluff, NE 69361

U. S. Postal Services:

Aurora Loan Services  
Attention: Loss Mitigation  
PO Box 1706  
Scottsbluff, NE 69363-1706

**The following additional terms and conditions may apply:**

- ✓ Prior to approving your request, Aurora Loan Services will review the documentation that you provide to determine your eligibility
- ✓ Third party approval (i.e., investor and/or mortgage insurer approval) of your request may be required
- ✓ If a duly-noticed foreclosure sale has been scheduled, approval of your short sale request will be contingent upon the ability of Aurora Loan Services to have the pending foreclosure sale postponed or cancelled
- ✓ You may be required to make monthly payments until the Short Sale transaction is completed
- ✓ If you are currently in bankruptcy, you must obtain court approval and/or trustee approval of the short sale transaction
- ✓ Additional documentation, similar to the documentation required under HAMP, may be required. We will let you know if additional documentation or updated documentation is required.

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**Important Additional Information**

**Notice - It is important that you understand that contacting Aurora Loan Services will not suspend your obligation to make your mortgage loan payments and that all collection activities will continue, which may include referring your loan account to or continuing with any pending foreclosure activity, until such time as Aurora Loan Services has approved your request in writing.**

Please see the attached Important Notice document for an important disclosure.

We look forward to working with you. If you have any questions, please call one of our Foreclosure Prevention Specialists toll free at 1-800-550-0509. Additional assistance is available by calling the HOPE Hotline Number at 1-888-995-HOPE (4673) and requesting MHA Help. The HOPE Hotline is available free of charge and will connect you with a HUD-certified housing counselor.

**Warning Concerning Foreclosure Rescue Scams:** You should be careful of people who approach you with offers to "save" your home. You should be extremely careful about any such promises and any suggestions that you pay them a fee or sign over your property to them. State law may require anyone offering such services for profit to enter into a contract which fully describes the services they will perform and fees they will charge you, and may prohibit them from taking any money from you until they have completed all such promised services.

Aurora Loan Services is a debt collector. Aurora Loan Services is attempting to collect a debt and any information obtained will be used for that purpose. However, if you are in bankruptcy or received a bankruptcy discharge of this debt, this communication is not an attempt to collect the debt against you personally, but is notice of a possible enforcement of the lien against the collateral property.

## **IMPORTANT NOTICE**

If a duly-noticed foreclosure sale has been scheduled, any approval of a foreclosure alternative option is contingent upon the ability of Aurora Loan Services LLC (Aurora Loan Services) to have the pending foreclosure sale postponed or cancelled.

Aurora Loan Services is a debt collector. Aurora Loan Services is attempting to collect a debt and any information obtained will be used for that purpose. However, if you are in bankruptcy or received a bankruptcy discharge of this debt, this communication is not an attempt to collect the debt against you personally, but is notice of a possible enforcement of the lien against the collateral property.

▶ Loan I.D. Number \_\_\_\_\_

▶ Servicer \_\_\_\_\_

BORROWER	CO-BORROWER
Borrower's name	Co-borrower's name
Social Security number _____ Date of birth _____	Social Security number _____ Date of birth _____
Home phone number with area code	Home phone number with area code
Cell or work number with area code	Cell or work number with area code

<b>I want to:</b>	<input type="checkbox"/> Keep the Property	<input type="checkbox"/> Sell the Property
<b>The property is my:</b>	<input type="checkbox"/> Primary Residence	<input type="checkbox"/> Second Home <input type="checkbox"/> Investment
<b>The property is:</b>	<input type="checkbox"/> Owner Occupied	<input type="checkbox"/> Renter Occupied <input type="checkbox"/> Vacant

Mailing address	
Property address (if same as mailing address, just write same)	E-mail address

<b>Is the property listed for sale?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No <b>Have you received an offer on the property?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No <b>Date of offer</b> _____ <b>Amount of offer \$</b> _____ <b>Agent's Name:</b> _____ <b>Agent's Phone Number:</b> _____ <b>For Sale by Owner?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	<b>Have you contacted a credit-counseling agency for help</b> <input type="checkbox"/> Yes <input type="checkbox"/> No <b>If yes, please complete the following:</b> <b>Counselor's Name:</b> _____ <b>Agency Name:</b> _____ <b>Counselor's Phone Number:</b> _____ <b>Counselor's E-mail:</b> _____
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<b>Who pays the real estate tax bill on your property?</b> <input type="checkbox"/> I do <input type="checkbox"/> Lender does <input type="checkbox"/> Paid by condo or HOA <b>Are the taxes current?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No <b>Condominium or HOA Fees</b> <input type="checkbox"/> Yes <input type="checkbox"/> No \$ _____ <b>Paid to:</b> _____	<b>Who pays the hazard insurance premium for your property?</b> <input type="checkbox"/> I do <input type="checkbox"/> Lender does <input type="checkbox"/> Paid by Condo or HOA <b>Is the policy current?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No <b>Name of Insurance Co.:</b> _____ <b>Insurance Co. Tel #:</b> _____
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<b>Have you filed for bankruptcy?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No <b>If yes:</b> <input type="checkbox"/> Chapter 7 <input type="checkbox"/> Chapter 13 <b>Filing Date:</b> _____ <b>Has your bankruptcy been discharged?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No <b>Bankruptcy case number</b> _____
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**Additional Liens/Mortgages or Judgments on this property:**

Lien Holder's Name/Servicer	Balance	Contact Number	Loan Number

**HARDSHIP AFFIDAVIT**

I (We) am/are requesting review under the Making Home Affordable program.  
 I am having difficulty making my monthly payment because of financial difficulties created by (check all that apply):

<input type="checkbox"/> My household income has been reduced. For example: unemployment, underemployment, reduced pay or hours, decline in business earnings, death, disability or divorce of a borrower or co-borrower.	<input type="checkbox"/> My monthly debt payments are excessive and I am overextended with my creditors. Debt includes credit cards, home equity or other debt.
<input type="checkbox"/> My expenses have increased. For example: monthly mortgage payment reset, high medical or health care costs, uninsured losses, increased utilities or property taxes.	<input type="checkbox"/> My cash reserves, including all liquid assets, are insufficient to maintain my current mortgage payment and cover basic living expenses at the same time.

Other:

Explanation (continue on back of page 3 if necessary): \_\_\_\_\_  
 \_\_\_\_\_

**INCOME/EXPENSES FOR HOUSEHOLD<sup>1</sup>**

Number of People in Household:

Monthly Household Income		Monthly Household Expenses/Debt		Household Assets	
Monthly Gross Wages	\$	First Mortgage Payment	\$	Checking Account(s)	\$
Overtime	\$	Second Mortgage Payment	\$	Checking Account(s)	\$
Child Support / Alimony / Separation <sup>2</sup>	\$	Insurance	\$	Savings/ Money Market	\$
Social Security/SSDI	\$	Property Taxes	\$	CDs	\$
Other monthly income from pensions, annuities or retirement plans	\$	Credit Cards / Installment Loan(s) (total minimum payment per month)	\$	Stocks / Bonds	\$
Tips, commissions, bonus and self-employed income	\$	Alimony, child support payments	\$	Other Cash on Hand	\$
Rents Received	\$	Net Rental Expenses	\$	Other Real Estate (estimated value)	\$
Unemployment Income	\$	HOA/Condo Fees/Property Maintenance	\$	Other _____	\$
Food Stamps/Welfare	\$	Car Payments	\$	Other _____	\$
Other (investment income, royalties, interest, dividends etc.)	\$	Other _____	\$	Do not include the value of life insurance or retirement plans when calculating assets (401k, pension funds, annuities, IRAs, Keogh plans, etc.)	
<b>Total (Gross Income)</b>	<b>\$</b>	<b>Total Debt/Expenses</b>	<b>\$</b>	<b>Total Assets</b>	<b>\$</b>

**INCOME MUST BE DOCUMENTED**

<sup>1</sup>Include combined income and expenses from the borrower and co-borrower (if any). If you include income and expenses from a household member who is not a borrower, please specify using the back of this form if necessary.

<sup>2</sup>You are not required to disclose Child Support, Alimony or Separation Maintenance income, unless you choose to have it considered by your servicer.

**INFORMATION FOR GOVERNMENT MONITORING PURPOSES**

The following information is requested by the federal government in order to monitor compliance with federal statutes that prohibit discrimination in housing. **You are not required to furnish this information, but are encouraged to do so. The law provides that a lender or servicer may not discriminate either on the basis of this information, or on whether you choose to furnish it.** If you furnish the information, please provide both ethnicity and race. For race, you may check more than one designation. If you do not furnish ethnicity, race, or sex, the lender or servicer is required to note the information on the basis of visual observation or surname if you have made this request for a loan modification in person. **If you do not wish to furnish the information, please check the box below.**

<b>BORROWER</b> <input type="checkbox"/> I do not wish to furnish this information	<b>CO-BORROWER</b> <input type="checkbox"/> I do not wish to furnish this information
<b>Ethnicity:</b> <input type="checkbox"/> Hispanic or Latino <input type="checkbox"/> Not Hispanic or Latino	<b>Ethnicity:</b> <input type="checkbox"/> Hispanic or Latino <input type="checkbox"/> Not Hispanic or Latino
<b>Race:</b> <input type="checkbox"/> American Indian or Alaska Native <input type="checkbox"/> Asian <input type="checkbox"/> Black or African American <input type="checkbox"/> Native Hawaiian or Other Pacific Islander <input type="checkbox"/> White	<b>Race:</b> <input type="checkbox"/> American Indian or Alaska Native <input type="checkbox"/> Asian <input type="checkbox"/> Black or African American <input type="checkbox"/> Native Hawaiian or Other Pacific Islander <input type="checkbox"/> White
<b>Sex:</b> <input type="checkbox"/> Female <input type="checkbox"/> Male	<b>Sex:</b> <input type="checkbox"/> Female <input type="checkbox"/> Male

**To be completed by interviewer**

<b>This request was taken by:</b> <input type="checkbox"/> Face-to-face interview <input type="checkbox"/> Mail <input type="checkbox"/> Telephone <input type="checkbox"/> Internet	<i>Interviewer's Name (print or type) &amp; ID Number</i>	<i>Name/Address of Interviewer's Employer</i>
	<i>Interviewer's Signature                      Date</i>	
	<i>Interviewer's Phone Number (include area code)</i>	

**ACKNOWLEDGEMENT AND AGREEMENT**

*In making this request for consideration under the Making Home Affordable Program, I certify under penalty of perjury:*

1. That all of the information in this document is truthful and the event(s) identified on page 1 is/are the reason that I need to request a modification of the terms of my mortgage loan, short sale or deed-in-lieu of foreclosure.
2. I understand that the Servicer, the U.S. Department of the Treasury, or their agents may investigate the accuracy of my statements and may require me to provide supporting documentation. I also understand that knowingly submitting false information may violate Federal law.
3. I understand the Servicer will pull a current credit report on all borrowers obligated on the Note.
4. I understand that if I have intentionally defaulted on my existing mortgage, engaged in fraud or misrepresented any fact(s) in connection with this document, the Servicer may cancel any Agreement under Making Home Affordable and may pursue foreclosure on my home.
5. That: my property is owner-occupied; I intend to reside in this property for the next twelve months; I have not received a condemnation notice; and there has been no change in the ownership of the Property since I signed the documents for the mortgage that I want to modify.
6. I am willing to provide all requested documents and to respond to all Servicer questions in a timely manner.
7. I understand that the Servicer will use the information in this document to evaluate my eligibility for a loan modification or short sale or deed-in-lieu of foreclosure, but the Servicer is not obligated to offer me assistance based solely on the statements in this document.
8. I am willing to commit to credit counseling if it is determined that my financial hardship is related to excessive debt.
9. I understand that the Servicer will collect and record personal information, including, but not limited to, my name, address, telephone number, social security number, credit score, income, payment history, government monitoring information, and information about account balances and activity. I understand and consent to the disclosure of my personal information and the terms of any Making Home Affordable Agreement by Servicer to (a) the U.S. Department of the Treasury, (b) Fannie Mae and Freddie Mac in connection with their responsibilities under the Homeowner Affordability and Stability Plan; (c) any investor, insurer, guarantor or servicer that owns, insures, guarantees or services my first lien or subordinate lien (if applicable) mortgage loan(s); (d) companies that perform support services in conjunction with Making Home Affordable; and (e) any HUD-certified housing counselor.

Borrower Signature	Date
Co-Borrower Signature	Date

**HOMEOWNER'S HOTLINE**

*If you have questions about this document or the modification process, please call your servicer.*

*If you have questions about the program that your servicer cannot answer or need further counseling, you can call the Homeowner's HOPE™ Hotline at 1-888-995-HOPE (4673). The Hotline can help with questions about the program and offers free HUD-certified counseling services in English and Spanish.*



**NOTICE TO BORROWERS**

Be advised that by signing this document you understand that any documents and information you submit to your servicer in connection with the Making Home Affordable Program are under penalty of perjury. Any misstatement of material fact made in the completion of these documents including but not limited to misstatement regarding your occupancy in your home, hardship circumstances, and/or income, expenses, or assets will subject you to potential criminal investigation and prosecution for the following crimes: perjury, false statements, mail fraud, and wire fraud. The information contained in these documents is subject to examination and verification. Any potential misrepresentation will be referred to the appropriate law enforcement authority for investigation and prosecution. By signing this document you certify, represent and agree that:

“Under penalty of perjury, all documents and information I have provided to Lender in connection with the Making Home Affordable Program, including the documents and information regarding my eligibility for the program, are true and correct.”

If you are aware of fraud, waste, abuse, mismanagement or misrepresentations affiliated with the Troubled Asset Relief Program, please contact the SIGTARP Hotline by calling 1-877-SIG-2009 (toll-free), 202-622-4559 (fax), or [www.sig tarp.gov](http://www.sig tarp.gov). Mail can be sent to Hotline Office of the Special Inspector General for Troubled Asset Relief Program, 1801 L St. NW, Washington, DC 20220.



**Making Home Affordable Program  
Request for Modification and Affidavit  
Addendum**

Borrower Name(s): \_\_\_\_\_

Loan #: \_\_\_\_\_

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

Servicer: Aurora Loan Services LLC

If you have reported an amount in the 'Other' box on page 2 of the Request for Modification and Affidavit (RMA) under the Monthly Household Expenses/Debt column, please complete the table below to provide a breakdown of the expenses/debt provided in the 'Other' box. This itemization is necessary to ensure all appropriate expenses and debts are considered in our review of your HAMP Loan Modification request.

Itemization of 'other' Monthly Household Expenses/Debt	Monthly Amount
Food	\$
Utilities (electric, gas, telephone, cell phone, etc.)	\$
Transportation	\$
Cable/internet	\$
Medical bills/Co-pay	\$
Insurance premiums (life, auto, etc.)	\$
Any additional property maintenance costs	\$
All non-HOA property dues or maintenance fees	
Other: _____	\$
Other: _____	\$
Other: _____	\$
Total Other Expenses*	

\* This total must match the amount in the 'Other' box on page 2 of the RMA under the Monthly Household Expenses/Debt column.

Signed:

\_\_\_\_\_  
Borrower

\_\_\_\_\_  
Date

\_\_\_\_\_  
Borrower

\_\_\_\_\_  
Date

\_\_\_\_\_  
Borrower

\_\_\_\_\_  
Date

\_\_\_\_\_  
Borrower

\_\_\_\_\_  
Date



# 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.

<b>1a</b> Name shown on tax return. If a joint return, enter the name shown first.	<b>1b</b> First social security number on tax return or employer identification number (see instructions)
<b>2a</b> If a joint return, enter spouse's name shown on tax return.	<b>2b</b> 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.

**Aurora Loan Services** Telephone Number: 800-550-0508  
**Regular Mail: PO Box 1706, Scottsbluff, NE 69363-1706**  
**Overnight: Attn: Loss Mitigation, 2617 College Park, Scottsbluff, NE 69361**

**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.

Telephone number of taxpayer on line 1a or 2a

**Sign Here**

Signature (see instructions)	Date	
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 RAVS 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.