Income Tax Verification (ITV)

Ordering Instructions for ITV / 4506-T

1. Please complete a 4506-T form which we have provided on our website Web Credit System "WCS" www.informativeresearch.com.

2. The most efficient and reliable method for processing an Income Tax Verification "ITV" is through our website WCS. Skip to step 4 below if you order online but if you need to email an ITV request **send it securely** to TaxVerification@InformativeResearch.com with an Informative Research ITV Processing Request form.

3. The completed 4506-T form and an Informative Research ITV Processing Request form that captures the following information are required with an emailed request:
   a. IR Customers Name / Broker Name
   b. IR Customer Account Number
   c. IR Customer phone number (only used if IR needs additional information or needs to authorize the use of your on-file credit card for accounts with credit card billing only)
   d. Borrower / Tax Payers first and last names
   e. An email address to notify you when your order is complete

4. When your ITV request has been processed you will be notified via email to login into WCS to download the results.

Additional information:

- The IRS will reject all 4506-T forms that contain more than one address on lines 3 or 4:

Correct Information

3 Current name, address (including apt., room, or suite no.), city, state, and ZIP code
123 Main Street Anywhere, USA 00001

4 Previous address shown on the last return filed if different from line 3
321 Pine Drive Springfield, IL 00002

Incorrect Information

3 Current name, address (including apt., room, or suite no.), city, state, and ZIP code
123 Main Street Anywhere, USA 00001

4 Previous address shown on the last return filed if different from line 3
321 Pine Drive Springfield, IL 00002
456 South Street, Hometown, CA 12345

- The IRS added an attestation clause to their 4506T form directly above the signature line and it must checked by the tax payer:

☐ **Signatory attests that he/she has read the attestation clause and upon so reading declares that he/she has the authority to sign the Form 4506-T.** See instructions.

Phone 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

- For status please send an email to TaxVerification@InformativeResearch.com. Make sure to include your IR Account Number and the tax payers first and last name(s).

As a leading provider of credit and mortgage-related information to the lending community since 1946, we apply our knowledge and experience to develop progressive technologies and build industry relationships that help you minimize risk, expedite the loan process and increase your profitability. In addition to our credit reporting services, rescoring programs and flood determination products, we offer you time-and money – saving connectivity with a growing list of lending channels in primary and secondary markets. IR07.15.2015