Best Practices for Completing IRS Form 4506T

Tax Transcripts

March 2019

Genworth

Form 4506-T

Form 4506-T is an Internal Revenue Service (IRS) document that is used to retrieve past Federal tax returns, W-2, and 1099 transcripts that are on file with the IRS. The document gives permission for a third party to retrieve the tax payer’s data.

The tax payer must sign and date the 4506-T. The form is good for 120 days.

With the IRS 4506-T you can order 1040, 1120, 1065, W-2 and 1099 transcripts

If you are requesting the transcripts & have received the borrower’s tax returns please verify for any discrepancies!

IRS.gov

IRS

IRS to introduce new tax transcript to better protect taxpayer data

IR-2018-171, Aug. 22, 2018

WASHINGTON — Moving to better protect taxpayer data, the Internal Revenue Service today announced a new format for individual tax transcripts that will redact personally identifiable information from the Form 1040 series.

This new transcript replaces the previous format and will be the default format available via Get Transcript Online, Get Transcript by Mail or the Transcript Delivery System for tax professionals as of September 23. Financial entries will remain visible, which will give taxpayers and third-parties the data they need for tax preparation or income verification.

Additionally, based on stakeholder feec
Number that lenders, colleges and othe
purposes can use as an identifying num

"Since the IRS joined in partnership wit
progress in our effort to combat stolen
direction," said Acting IRS Commissione
to evaluate our policies and procedures
need of change was the individual tax t
today will better protect taxpayer data

As the IRS has made inroads, criminals
victims, making the tax transcript a sou
taxpayers accessing their own account
information.

The following information will be provi

- Last 4 digits of any SSN listed on the
- Last 4 digits of any EIN listed on the
- Last 4 digits of any account or telep
- First 4 characters of the last name fo
- First 4 characters of a business nam
- First 6 characters of the street address, including spaces
- All money amounts, including balance due, interest and penalties

The following information will be provided on the new transcript:

- Last 4 digits of any SSN listed on the transcript: XXX-XX-1234
- Last 4 digits of any EIN listed on the transcript: XX-XXX-1234
- Last 4 digits of any account or telephone number
- First 4 characters of the last name for any individual
- First 4 characters of a business name
- First 6 characters of the street address, including spaces
- All money amounts, including balance due, interest and penalties

IRS.gov- 4506-T FAQ's

IRS

About the New Tax Transcript: FAQs

About the New Tax Transcript and the Customer File Number

A new transcript format is now in place to better protect your information from identity theft. This new transcript partially masks the personally identifiable information of everyone listed on the tax return. All financial entries will remain fully visible to assist with tax preparation, tax representation and income verification.

The IRS is taking this action to better protect taxpayer data. Because of data thefts outside the tax system, cybercriminals often attempt to impersonate taxpayers and tax professionals. Thieves attempt to gain access to transcript data, which can help them file fraudulent tax returns or steal additional data of other individuals listed on the transcript.

Here's what is visible on the new tax transcript:

- Last four digits of any SSN listed on the transcript: XXX-XX-1234
- Last four digits of any EIN listed on the transcript: XX-XXX1234
- Last four digits of any account or telephone number
- First four characters of the last name for any individual (first three characters if the last name has only four letters)
- First four characters of a business name
- First six characters of the street address, including spaces
- All money amounts, including wage and income, balance due, interest and penalties

Starting January 7, 2019, tax professionals with proper authorization may request unmasked Wage and Income Transcripts for tax preparation and e-filing purposes. See below for Employer Information for Tax Return Preparation and Electronic Filing.

Starting February 4, 2019, as an additional protection for taxpayer data, the IRS will stop faxing tax transcripts to both individual and business taxpayers, tax professionals and other third parties. Individual taxpayers may use Get Transcript Online to view a masked transcript immediately or order one by mail for delivery to their address of record. Taxpayers may request unmasked transcript for tax preparation. Unmasked transcripts will be mailed to the taxpayer's address of record. Business transcripts are not masked and can be obtained by tax practitioners through the Transcript Delivery System.

IRS.gov- 4506-T FAQ's

Customer File Number and Form 4506-T

Because the full Social Security number no longer is visible, the IRS has created an entry for a Customer File Number. This is an optional 10-digit number that can be created usually by third-parties that allow them to match a transcript to a taxpayer. The Customer File Number field will appear on the transcript when that number is entered on Line 5b of Form 4506-T, Request for Transcript of Tax Return and Form 4506T-EZ.

Here's how it would work for a taxpayer seeking to verify income for a lender: The lender will assign a 10-digit number, for example, a loan number, to the Form 4506-T. The Form 4506-T may be signed and submitted by the taxpayer or signed by the taxpayer and submitted by the lender. The Customer File Number assigned by the requestor on the Form 4506-T will populate on the transcript. The requestor may assign any number except the taxpayer's Social Security number. Once received by the requester, the transcript's Customer File Number serves as the tracking number to match it to the taxpayer.

5b Customer file number (if applicable) (see instructions)

Form 4506-T

Form **4506-T**
(September 2018)
Department of the Treasury
Internal Revenue Service

Form **4506-T** (September 2018) ...ent of the Treasury ...evenue Service

Request for Transcript of Tax Return
▶ **Do not sign this form unless all applicable lines have been completed.**
▶ **Request may be rejected if the form is incomplete or illegible.**
▶ **For more information about Form 4506-T, visit *www.irs.gov/form4506t*.**

OMB No. 1545-1872

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...ame shown on tax return. If a joint return, enter the name ...hown first.

1b First social security number on tax return, individual taxpayer identification number, or employer identification number (see instructions)

...a joint return, enter spouse's name shown on tax return.

2b Second social security number or individual taxpayer identification number if joint tax return

...urrent name, address (including apt., room, or suite no.), city, state, and ZIP code (see instructions)

...revious address shown on the last return filed if different from line 3 (see instructions)

...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, ...nd telephone number.

5b Customer file number (if applicable) (see instructions)

Caution: If the tax transcript is being mailed to a third party, ensure that you have filled in lines 6 through 9 before signing. Sign and date the form once you have filled in these lines. Completing these steps helps to protect your privacy. Once the IRS discloses your tax transcript to the third party listed on line 5, the IRS has no control over what the third party does with the information. If you would like to limit the third party's authority to disclose your transcript information, you can specify this limitation in your written agreement with the third party.

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 1120-A, Form 1120-H, Form 1120-L, 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 10 business days ☐

c **Record of Account,** which provides the most detailed information as it is a combination of the Return Transcript and the Account Transcript. Available for current year and 3 prior tax years. Most requests will be processed within 10 business 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 2011, filed in 2012, will likely not be available from the IRS until 2013. 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 10 business 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. / /   / /   / /   / /

Caution: Do not sign this form unless all applicable lines have been completed.

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, at least one spouse must sign. If signed by a corporate officer, 1 percent or more shareholder, partner, managing member, 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:** This form must be received by IRS within 120 days of the signature date.

☐ **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

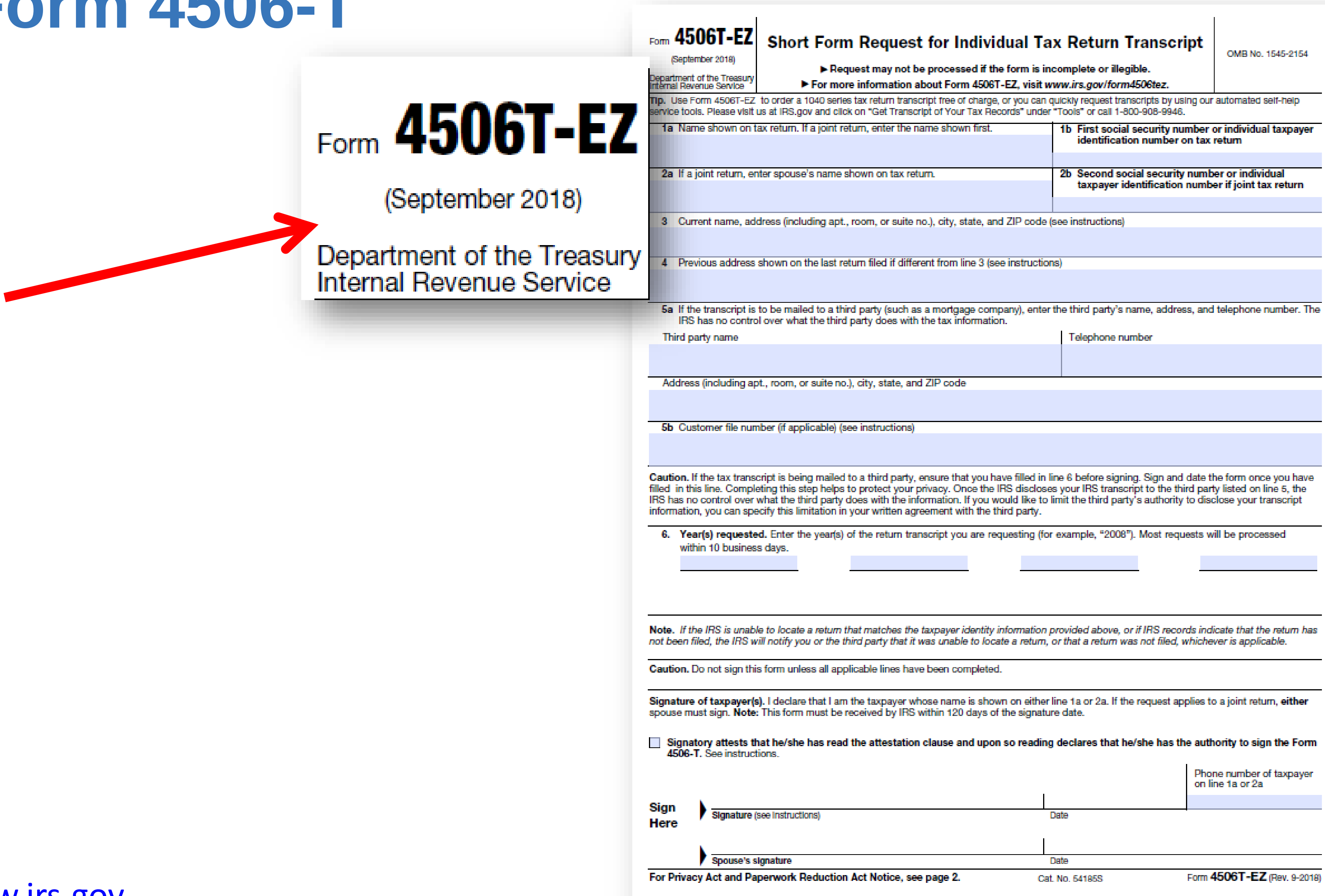
▶ **Title** (if line 1a above is a corporation, partnership, estate, or trust)

▶ **Spouse's signature**   Date

For Privacy Act and Paperwork Reduction Act Notice, see page 2.   Cat. No. 37667N   Form **4506-T** (Rev. 9-2018)

www.irs.gov

Form 4506-T



Form **4506T-EZ** (September 2018) Department of the Treasury Internal Revenue Service

Short Form Request for Individual Tax Return Transcript

▶ Request may not be processed if the form is incomplete or illegible.

▶ For more information about Form 4506T-EZ, visit *www.irs.gov/form4506tez.*

OMB No. 1545-2154

Tip. Use Form 4506T-EZ to order a 1040 series tax return transcript free of charge, or you can quickly request transcripts by using our automated self-help service tools. Please visit us at IRS.gov and click on "Get Transcript of Your Tax Records" under "Tools" or call 1-800-908-9946.

1a Name shown on tax return. If a joint return, enter the name shown first.

1b First social security number or individual taxpayer identification number on tax return

2a If a joint return, enter spouse's name shown on tax return.

2b Second social security number or individual taxpayer identification number if joint tax return

3 Current name, address (including apt., room, or suite no.), city, state, and ZIP code (see instructions)

4 Previous address shown on the last return filed if different from line 3 (see instructions)

5a If the transcript 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.

Third party name | Telephone number

Address (including apt., room, or suite no.), city, state, and ZIP code

5b Customer file number (if applicable) (see instructions)

Caution. If the tax transcript is being mailed to a third party, ensure that you have filled in line 6 before signing. Sign and date the form once you have filled in this line. Completing this step helps to protect your privacy. Once the IRS discloses your IRS transcript to the third party listed on line 5, the IRS has no control over what the third party does with the information. If you would like to limit the third party's authority to disclose your transcript information, you can specify this limitation in your written agreement with the third party.

6. Year(s) requested. Enter the year(s) of the return transcript you are requesting (for example, "2008"). Most requests will be processed within 10 business days.

Note. *If the IRS is unable to locate a return that matches the taxpayer identity information provided above, or if IRS records indicate that the return has not been filed, the IRS will notify you or the third party that it was unable to locate a return, or that a return was not filed, whichever is applicable.*

Caution. Do not sign this form unless all applicable lines have been completed.

Signature of taxpayer(s). I declare that I am the taxpayer whose name is shown on either line 1a or 2a. If the request applies to a joint return, **either** spouse must sign. **Note:** This form must be received by IRS within 120 days of the signature date.

☐ **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

▶ **Spouse's signature** Date

For Privacy Act and Paperwork Reduction Act Notice, see page 2. Cat. No. 54185S Form **4506T-EZ** (Rev. 9-2018)

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4506-T

1a Name shown on tax return. If a joint return, enter the name shown first.	* **1b First social security number on tax return, individual taxpayer identification number, or employer identification number (see instructions)**
2a If a joint return, enter spouse's name shown on tax return.	**2b Second social security number or individual taxpayer identification number if joint tax return**

3 Current name, address (including apt., room, or suite no.), city, state, and ZIP code (see instructions)

4 Previous address shown on the last return filed if different from line 3 (see instructions)

5a 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.

5b Customer file number (if applicable) (see instructions)

The transcript will not show the entire SS#

4506-T

1a Name shown on tax return. If a joint return, enter the name shown first.	**1b First social security number on tax return, individual taxpayer identification number, or employer identification number (see instructions)**
2a If a joint return, enter spouse's name shown on tax return.	**2b Second social security number or individual taxpayer identification number if joint tax return**

* **3** Current name, address (including apt., room, or suite no.), city, state, and ZIP code (see instructions)

4 Previous address shown on the last return filed if different from line 3 (see instructions)

5a 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.

5b Customer file number (if applicable) (see instructions)

*Historically, the most common reason why the IRS will not process an order is that the address does not match the tax year that is requested on the form.

– List previous addresses for the applicant on Line #4 of the 4506-T.

Another reason for not processing an order is that the signature is "illegible"

– Make sure all information is large and readable

4506-T Options

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 1120-A, Form 1120-H, Form 1120-L, 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 . . . . ☐

Form **4506-T** (September 2018) Department of the Treasury Internal Revenue Service

Request for Transcript of Tax Return

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

▶ **For more information about Form 4506-T, visit *www.irs.gov/form4506t*.**

OMB No. 1545-1872

Tip. Use Form 4506-T to order a transcript or other return information free of charge. See the product list below. You can quickly request transcripts by using our automated self-help service tools. Please visit us at IRS.gov and click on "Get a Tax Transcript..." under "Tools" or call 1-800-908-9946. 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, individual taxpayer identification number, or employer identification number (see instructions)

2a If a joint return, enter spouse's name shown on tax return.

2b Second social security number or individual taxpayer

Caution: If the tax transcript is being mailed to a third party, ensure that you have filled in lines 6 through 9 before signing. Sign and date the form once you have filled in these lines. Completing these steps helps to protect your privacy. Once the IRS discloses your tax transcript to the third party listed on line 5, the IRS has no control over what the third party does with the information. If you would like to limit the third party's authority to disclose your transcript information, you can specify this limitation in your written agreement with the third party.

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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 10 business days . ☐

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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 2011, filed in 2012, will likely not be available from the IRS until 2013. 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 10 business 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. / /   / /   / /   / /

Caution: Do not sign this form unless all applicable lines have been completed.

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, at least one spouse must sign. If signed by a corporate officer, 1 percent or more shareholder, partner, managing member, 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:** This form must be received by IRS within 120 days of the signature date.

☐ **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 Privacy Act and Paperwork Reduction Act Notice, see page 2. Cat. No. 37667N Form **4506-T** (Rev. 9-2018)

4506-T Options

Form **4506-T** (September 2018) Department of the Treasury Internal Revenue Service

Request for Transcript of Tax Return

▶ **Do not sign this form unless all applicable lines have been completed.**
▶ **Request may be rejected if the form is incomplete or illegible.**
▶ **For more information about Form 4506-T, visit *www.irs.gov/form4506t*.**

OMB No. 1545-1872

Tip. Use Form 4506-T to order a transcript or other return information free of charge. See the product list below. You can quickly request transcripts by using our automated self-help service tools. Please visit us at IRS.gov and click on "Get a Tax Transcript..." under "Tools" or call 1-800-908-9946. 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, individual taxpayer identification number, or employer identification number (see instructions)

2a If a joint return, enter spouse's name shown on tax return.

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3 Current name, address (including apt., room, or suite no.), city, state, and ZIP code (see instructions)

4 Previous address shown on the last return filed if different from line 3 (see instructions)

5a 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.

5b Customer file number (if applicable) (see instructions)

Caution: If the tax transcript is being mailed to a third party, ensure that you have filled in lines 6 through 9 before signing. Sign and date the form once you have filled in these lines. Completing these steps helps to protect your privacy. Once the IRS discloses your tax transcript to the third party listed on line 5, the IRS has no control over what the third party does with the information. If you would like to limit the third party's authority to disclose your transcript information, you can specify this limitation in your written agreement with the third party.

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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 10 business days . ☐

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 2011, filed in 2012, will likely not be available from the IRS until 2013. 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 10 business days . ☐

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4506-T Options

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Caution: Do not sign this form unless all applicable lines have been completed.

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, at least one spouse must sign. If signed by a corporate officer, 1 percent or more shareholder, partner, managing member, 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:** This form must be received by IRS within 120 days of the signature date.

☐ **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 Privacy Act and Paperwork Reduction Act Notice, see page 2. Cat. No. 37667N Form **4506-T** (Rev. 9-2018)

4506-T Options

Form **4506-T**
(September 2018)
Department of the Treasury
Internal Revenue Service

Request for Transcript of Tax Return

▶ Do not sign this form unless all applicable lines have been completed.
▶ Request may be rejected if the form is incomplete or illegible.
▶ For more information about Form 4506-T, visit *www.irs.gov/form4506t*.

OMB No. 1545-1872

Tip. Use Form 4506-T to order a transcript or other return information free of charge. See the product list below. You can quickly request transcripts by using our automated self-help service tools. Please visit us at IRS.gov and click on "Get a Tax Transcript..." under "Tools" or call 1-800-908-9946. 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, individual taxpayer identification number, or employer identification number (see instructions)

2a If a joint return, enter spouse's name shown on tax return.

2b Second social security number or individual taxpayer identification number if joint tax return

3 Current name, address (including apt., room, or suite no.), city, state, and ZIP code (see instructions)

4 Previous address shown on the last return filed if different from line 3 (see instructions)

5a 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.

5b Customer file number (if applicable) (see instructions)

Caution: If the tax transcript is being mailed to a third party, ensure that you have filled in lines 6 through 9 before signing. Sign and date the form once you have filled in these lines. Completing these steps helps to protect your privacy. Once the IRS discloses your tax transcript to the third party listed on line 5, the IRS has no control over what the third party does with the information. If you would like to limit the third party's authority to disclose your transcript information, you can specify this limitation in your written agreement with the third party.

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 1120-A, Form 1120-H, Form 1120-L, 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 . . . . ☐

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 . . ☐

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 2011, filed in 2012, will likely not be available from the IRS until 2013. 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 10 business 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. __/__/__ __/__/__ __/__/__ __/__/__

Caution: Do not sign this form unless all applicable lines have been completed.

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, at least one spouse must sign. If signed by a corporate officer, 1 percent or more shareholder, partner, managing member, 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:** This form must be received by IRS within 120 days of the signature date.

☐ **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 Privacy Act and Paperwork Reduction Act Notice, see page 2. Cat. No. 37667N Form **4506-T** (Rev. 9-2018)

Genworth

4506-T Options

Form **4506-T** (September 2018) Department of the Treasury Internal Revenue Service

Request for Transcript of Tax Return

▶ **Do not sign this form unless all applicable lines have been completed.**

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

▶ **For more information about Form 4506-T, visit *www.irs.gov/form4506t*.**

OMB No. 1545-1872

Tip. Use Form 4506-T to order a transcript or other return information free of charge. See the product list below. You can quickly request transcripts by using our automated self-help service tools. Please visit us at IRS.gov and click on "Get a Tax Transcript..." under "Tools" or call 1-800-908-9946. 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, individual taxpayer identification number, or employer identification number (see instructions)

2a If a joint return, enter spouse's name shown on tax return.

2b Second social security number or individual taxpayer identification number if joint tax return

3 Current name, address (including apt., room, or suite no.), city, state, and ZIP code (see instructions)

4 Previous address shown on the last return filed if different from line 3 (see instructions)

5a 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.

5b Customer file number (if applicable) (see instructions)

Caution: If the tax transcript is being mailed to a third party, ensure that you have filled in lines 6 through 9 before signing. Sign and date the form once you have filled in these lines. Completing these steps helps to protect your privacy. Once the IRS discloses your tax transcript to the third party listed on line 5, the IRS has no control over what the third party does with the information. If you would like to limit the third party's authority to disclose your transcript information, you can specify this limitation in your written agreement with the third party.

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 1120-A, Form 1120-H, Form 1120-L, 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 10 business days . ☐

c **Record of Account,** which provides the most detailed information as it is a combination of the Return Transcript and the Account Transcript. Available for current year and 3 prior tax years. 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 2011, filed in 2012, will likely not be available from the IRS until 2013. 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 10 business days . ☐

... 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. / / | / / | / / | / /

Caution: Do not sign this form unless all applicable lines have been completed.

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, at least one spouse must sign. If signed by a corporate officer, 1 percent or more shareholder, partner, managing member, 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:** This form must be received by IRS within 120 days of the signature date.

☐ **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 Privacy Act and Paperwork Reduction Act Notice, see page 2. Cat. No. 37667N Form **4506-T** (Rev. 9-2018)

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4506-T Options

#9

– Year or Period Requested

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. / / / / / / / /

Example

Internal Revenue Service
United States Department of the Treasury

This Product Contains Sensitive Taxpayer Data

Tax Return Transcript

Request Date:	08-09-2018
Response Date:	08-09-2018
Tracking Number:	100200235179
Customer File Number:	0987654321

SSN Provided: XXX-XX-5084
Tax Period Ending: Dec. 31, 2017

The following items reflect the amount as shown on the return (PR), and the amount as adjusted (PC), if applicable. They do not show subsequent activity on the account.

SSN: XXX-XX-5084
SPOUSE SSN:
NAME(S) SHOWN ON RETURN: DRAK

ADDRESS: 123 DA

FILING STATUS:	Single
FORM NUMBER:	1040
CYCLE POSTED:	20181005
RECEIVED DATE:	Jan.15, 2018
REMITTANCE:	$0.00
EXEMPTION NUMBER:	1
DEPENDENT 1 NAME CTRL:	
DEPENDENT 1 SSN:	
DEPENDENT 2 NAME CTRL:	
DEPENDENT 2 SSN:	
DEPENDENT 3 NAME CTRL:	
DEPENDENT 3 SSN:	
DEPENDENT 4 NAME CTRL:	
DEPENDENT 4 SSN:	
PTIN:	
PREPARER EIN:	

Income

WAGES, SALARIES, TIPS, ETC:	$13,000.00
TAXABLE INTEREST INCOME: SCH B:	$0.00
TAX-EXEMPT INTEREST:	$0.00
ORDINARY DIVIDEND INCOME: SCH B:	$0.00
QUALIFIED DIVIDENDS:	$0.00
REFUNDS OF STATE/LOCAL TAXES:	$0.00

Example

- Review ALL W-2's reported
- Review history of Interest Income & Dividends to determine if they are suitable to use as Qualifying Income

Income

WAGES, SALARIES, TIPS, ETC:	$13,000.00
TAXABLE INTEREST INCOME: SCH B:	$0.00
TAX-EXEMPT INTEREST:	$0.00
ORDINARY DIVIDEND INCOME: SCH B:	$0.00
QUALIFIED DIVIDENDS:	$0.00
REFUNDS OF STATE/LOCAL TAXES:	$0.00

Example

- If using Alimony as Qualifying Income-verify it has been paid as agreed
- Has a Schedule C been filed?

ALIMONY RECEIVED:	$0.00
BUSINESS INCOME OR LOSS (Schedule C):	$2,500.00
BUSINESS INCOME OR LOSS: SCH C PER COMPUTER:	$2,500.00

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Schedule C

- Do you have to check the an AUS?
- Did you complete a Cash Flow Worksheet?
- Is there a cash flow loss?
- Is the Income stable & usable as qualifying income?
- Is it the same business activity?

SCHEDULE C (Form 1040)
Department of the Treasury Internal Revenue Service (99)

Profit or Loss From Business
(Sole Proprietorship)
▶ Go to *www.irs.gov/ScheduleC* for instructions and the latest information.
▶ Attach to Form 1040, 1040NR, or 1041; partnerships generally must file Form 1065.

OMB No. 1545-0074
2018
Attachment Sequence No. **09**

Name of proprietor | Social security number (SSN)

A Principal business or profession, including product or service (see instructions) | B Enter code from instructions ▶

C Business name. If no separate business name, leave blank. | D Employer ID number (EIN) (see instr.)

E Business address (including suite or room no.) ▶
City, town or post office, state, and ZIP code

F Accounting method: (1) ☐ Cash (2) ☐ Accrual (3) ☐ Other (specify) ▶

G Did you "materially participate" in the operation of this business during 2018? If "No," see instructions for limit on losses ☐ Yes ☐ No

H If you started or acquired this business during 2018, check here ▶ ☐

I Did you make any payments in 2018 that would require you to file Form(s) 1099? (see instructions) ☐ Yes ☐ No

J If "Yes," did you or will you file required Forms 1099? ☐ Yes ☐ No

Part I Income

1	Gross receipts or sales. See instructions for line 1 and check the box if this income was reported to you on Form W-2 and the "Statutory employee" box on that form was checked ▶ ☐	1	
2	Returns and allowances	2	
3	Subtract line 2 from line 1	3	
4	Cost of goods sold (from line 42)	4	
5	**Gross profit.** Subtract line 4 from line 3	5	
6	Other income, including federal and state gasoline or fuel tax credit or refund (see instructions)	6	
7	**Gross income.** Add lines 5 and 6 ▶	7	

Part II Expenses. Enter expenses for business use of your home **only** on line 30.

8	Advertising	8		18	Office expense (see instructions)	18	
9	Car and truck expenses (see instructions)	9		19	Pension and profit-sharing plans	19	
				20	Rent or lease (see instructions):		
10	Commissions and fees	10		a	Vehicles, machinery, and equipment	20a	
11	Contract labor (see instructions)	11		b	Other business property	20b	
12	Depletion	12		21	Repairs and maintenance	21	
13	Depreciation and section 179 expense deduction (not included in Part III) (see instructions)	13		22	Supplies (not included in Part III)	22	
				23	Taxes and licenses	23	
				24	Travel and meals:		
14	Employee benefit programs (other than on line 19)	14		a	Travel	24a	
				b	Deductible meals (see instructions)	24b	
15	Insurance (other than health)	15		25	Utilities	25	
16	Interest (see instructions):			26	Wages (less employment credits)	26	
a	Mortgage (paid to banks, etc.)	16a		27a	Other expenses (from line 48)	27a	
b	Other	16b		b	**Reserved for future use**	27b	
17	Legal and professional services	17					

28	**Total expenses** before expenses for business use of home. Add lines 8 through 27a ▶	28	
29	Tentative profit or (loss). Subtract line 28 from line 7	29	
30	Expenses for business use of your home. Do not report these expenses elsewhere. Attach Form 8829 unless using the simplified method (see instructions). **Simplified method filers only:** enter the total square footage of: (a) your home: ______ and (b) the part of your home used for business: ______. Use the Simplified Method Worksheet in the instructions to figure the amount to enter on line 30	30	
31	**Net profit or (loss).** Subtract line 30 from line 29. • If a profit, enter on both **Schedule 1 (Form 1040), line 12** (or **Form 1040NR, line 13**) and on **Schedule SE, line 2**. (If you checked the box on line 1, see instructions). Estates and trusts, enter on **Form 1041, line 3.** • If a loss, you **must** go to line 32.	31	
32	If you have a loss, check the box that describes your investment in this activity (see instructions). • If you checked 32a, enter the loss on both **Schedule 1 (Form 1040), line 12** (or **Form 1040NR, line 13**) and on **Schedule SE, line 2.** (If you checked the box on line 1, see the line 31 instructions). Estates and trusts, enter on **Form 1041, line 3.** • If you checked 32b, you **must** attach **Form 6198.** Your loss may be limited.		32a ☐ All investment is at risk. 32b ☐ Some investment is not at risk.

For Paperwork Reduction Act Notice, see the separate instructions. Cat. No. 11334P **Schedule C (Form 1040) 2018**

Genworth

Example

If using IRA distributions, Pensions or Annuities as Qualifying Income verify past history of receipt and probable continuance.

Has a Schedule E been filed? Check for-

- Rental Properties
- K1's from trusts, partnerships, LLC's & S Corps
- CMO's (collateral mortgage obligation)

CAPITAL GAIN OR LOSS: (Schedule D):	$0.00
CAPITAL GAINS OR LOSS: SCH D PER COMPUTER:	$0.00
OTHER GAINS OR LOSSES (Form 4797):	$0.00
TOTAL IRA DISTRIBUTIONS:	$0.00
TAXABLE IRA DISTRIBUTIONS:	$0.00
TOTAL PENSIONS AND ANNUITIES:	$0.00
TAXABLE PENSION/ANNUITY AMOUNT:	$0.00
RENT/ROYALTY/PARTNERSHIP/ESTATE (Schedule E):	$0.00
RENT/ROYALTY/PARTNERSHIP/ESTATE (Schedule E) PER COMPUTER:	$0.00
RENT/ROYALTY INCOME/LOSS PER COMPUTER:	$0.00
ESTATE/TRUST INCOME/LOSS PER COMPUTER:	$0.00
PARTNERSHIP/S-CORP INCOME/LOSS PER COMPUTER:	$0.00
FARM INCOME OR LOSS (Schedule F):	$0.00
FARM INCOME OR LOSS (Schedule F) PER COMPUTER:	$0.00
UNEMPLOYMENT COMPENSATION:	$0.00
TOTAL SOCIAL SECURITY BENEFITS:	$0.00
TAXABLE SOCIAL SECURITY BENEFITS:	$0.00
TAXABLE SOCIAL SECURITY BENEFITS PER COMPUTER:	$0.00
OTHER INCOME:	$0.00

Example- Schedule E

- How many properties are owned & financed?
- What is the Net Cash Flow?
- Did you Verify current property related expenses?
- Did you verify current actual expenses vs. previous itemized allowable expenses?
  - Current taxes
  - Current Insurances (*Flood)
  - HOA…

SCHEDULE E (Form 1040)
Department of the Treasury
Internal Revenue Service (99)

Supplemental Income and Loss
(From rental real estate, royalties, partnerships, S corporations, estates, trusts, REMICs, etc.)
▶ Attach to Form 1040, 1040NR, or Form 1041.
▶ Go to *www.irs.gov/ScheduleE* for instructions and the latest information.

OMB No. 1545-0074
2018
Attachment Sequence No. **13**

Name(s) shown on return | **Your social security number**

Part I **Income or Loss From Rental Real Estate and Royalties** **Note:** If you are in the business of renting personal property, use **Schedule C** or **C-EZ** (see instructions). If you are an individual, report farm rental income or loss from **Form 4835** on page 2, line 40.

A Did you make any payments in 2018 that would require you to file Form(s) 1099? (see instructions) ☐ **Yes** ☐ **No**
B If "Yes," did you or will you file required Forms 1099? ☐ **Yes** ☐ **No**

1a	Physical address of each property (street, city, state, ZIP code)
A	
B	
C	

1b	Type of Property (from list below)	**2** For each rental real estate property listed above, report the number of fair rental and personal use days. Check the **QJV** box only if you meet the requirements to file as a qualified joint venture. See instructions.		**Fair Rental Days**	**Personal Use Days**	**QJV**
A			**A**			☐
B			**B**			☐
C			**C**			☐

Type of Property:
1 Single Family Residence 3 Vacation/Short-Term Rental 5 Land 7 Self-Rental
2 Multi-Family Residence 4 Commercial 6 Royalties 8 Other (describe)

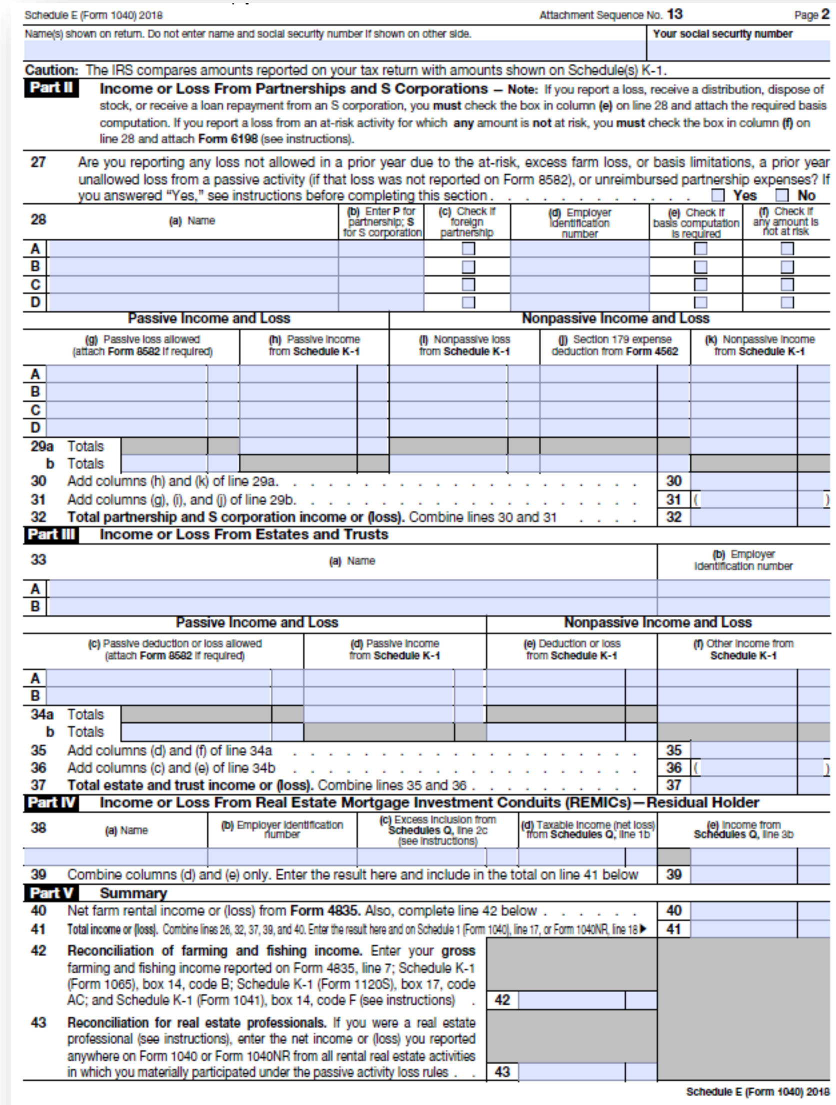
Income:	**Properties:**		**A**	**B**	**C**
3	Rents received	**3**			
4	Royalties received	**4**			
Expenses:					
5	Advertising	**5**			
6	Auto and travel (see instructions)	**6**			
7	Cleaning and maintenance	**7**			
8	Commissions.	**8**			
9	Insurance	**9**			
10	Legal and other professional fees	**10**			
11	Management fees	**11**			
12	Mortgage interest paid to banks, etc. (see instructions)	**12**			
13	Other interest.	**13**			
14	Repairs.	**14**			
15	Supplies	**15**			
16	Taxes	**16**			
17	Utilities	**17**			
18	Depreciation expense or depletion	**18**			
19	Other (list) ▶	**19**			
20	Total expenses. Add lines 5 through 19	**20**			
21	Subtract line 20 from line 3 (rents) and/or 4 (royalties). If result is a (loss), see instructions to find out if you must file **Form 6198**	**21**			
22	Deductible rental real estate loss after limitation, if any, on **Form 8582** (see instructions)	**22**	( )	( )	( )

23a	Total of all amounts reported on line 3 for all rental properties	**23a**	
b	Total of all amounts reported on line 4 for all royalty properties	**23b**	
c	Total of all amounts reported on line 12 for all properties	**23c**	
d	Total of all amounts reported on line 18 for all properties	**23d**	
e	Total of all amounts reported on line 20 for all properties	**23e**	
24	**Income.** Add positive amounts shown on line 21. **Do not** include any losses	**24**	
25	**Losses.** Add royalty losses from line 21 and rental real estate losses from line 22. Enter total losses here	**25**	( )
26	**Total rental real estate and royalty income or (loss).** Combine lines 24 and 25. Enter the result here. If Parts II, III, IV, and line 40 on page 2 do not apply to you, also enter this amount on Schedule 1 (Form 1040), line 17, or Form 1040NR, line 18. Otherwise, include this amount in the total on line 41 on page 2	**26**	

For Paperwork Reduction Act Notice, see the separate instructions. Cat. No. 11344L **Schedule E (Form 1040) 2018**

Example- Schedule E

- Is there business activity listed?
- Do they have ownership in a Partnership, S Corp, Trust?
- Do you have the corresponding K-1?



Schedule E (Form 1040) 2018 — Attachment Sequence No. 13 — Page 2

Name(s) shown on return. Do not enter name and social security number if shown on other side. | Your social security number

Caution: The IRS compares amounts reported on your tax return with amounts shown on Schedule(s) K-1.

Part II **Income or Loss From Partnerships and S Corporations – Note:** If you report a loss, receive a distribution, dispose of stock, or receive a loan repayment from an S corporation, you **must** check the box in column **(e)** on line 28 and attach the required basis computation. If you report a loss from an at-risk activity for which **any** amount is **not** at risk, you **must** check the box in column **(f)** on line 28 and attach **Form 6198** (see instructions).

27 Are you reporting any loss not allowed in a prior year due to the at-risk, excess farm loss, or basis limitations, a prior year unallowed loss from a passive activity (if that loss was not reported on Form 8582), or unreimbursed partnership expenses? If you answered "Yes," see instructions before completing this section . . . ☐ Yes ☐ No

28	(a) Name	(b) Enter P for partnership; S for S corporation	(c) Check if foreign partnership	(d) Employer identification number	(e) Check if basis computation is required	(f) Check if any amount is not at risk
A			☐		☐	☐
B			☐		☐	☐
C			☐		☐	☐
D			☐		☐	☐

	Passive Income and Loss		Nonpassive Income and Loss		
	(g) Passive loss allowed (attach Form 8582 if required)	(h) Passive income from Schedule K-1	(i) Nonpassive loss from Schedule K-1	(j) Section 179 expense deduction from Form 4562	(k) Nonpassive income from Schedule K-1
A					
B					
C					
D					
29a Totals					
b Totals					

30 Add columns (h) and (k) of line 29a . . . 30

31 Add columns (g), (i), and (j) of line 29b . . . 31 ( )

32 **Total partnership and S corporation income or (loss).** Combine lines 30 and 31 . . . 32

Part III **Income or Loss From Estates and Trusts**

33	(a) Name	(b) Employer identification number
A		
B		

	Passive Income and Loss		Nonpassive Income and Loss	
	(c) Passive deduction or loss allowed (attach Form 8582 if required)	(d) Passive income from Schedule K-1	(e) Deduction or loss from Schedule K-1	(f) Other income from Schedule K-1
A				
B				
34a Totals				
b Totals				

35 Add columns (d) and (f) of line 34a . . . 35

36 Add columns (c) and (e) of line 34b . . . 36 ( )

37 **Total estate and trust income or (loss).** Combine lines 35 and 36 . . . 37

Part IV **Income or Loss From Real Estate Mortgage Investment Conduits (REMICs)—Residual Holder**

38	(a) Name	(b) Employer identification number	(c) Excess inclusion from Schedules Q, line 2c (see instructions)	(d) Taxable income (net loss) from Schedules Q, line 1b	(e) Income from Schedules Q, line 3b

39 Combine columns (d) and (e) only. Enter the result here and include in the total on line 41 below . . . 39

Part V **Summary**

40 Net farm rental income or (loss) from **Form 4835.** Also, complete line 42 below . . . 40

41 Total income or (loss). Combine lines 26, 32, 37, 39, and 40. Enter the result here and on Schedule 1 (Form 1040), line 17, or Form 1040NR, line 18 ▶ 41

42 **Reconciliation of farming and fishing income.** Enter your **gross** farming and fishing income reported on Form 4835, line 7; Schedule K-1 (Form 1065), box 14, code B; Schedule K-1 (Form 1120S), box 17, code AC; and Schedule K-1 (Form 1041), box 14, code F (see instructions) . 42

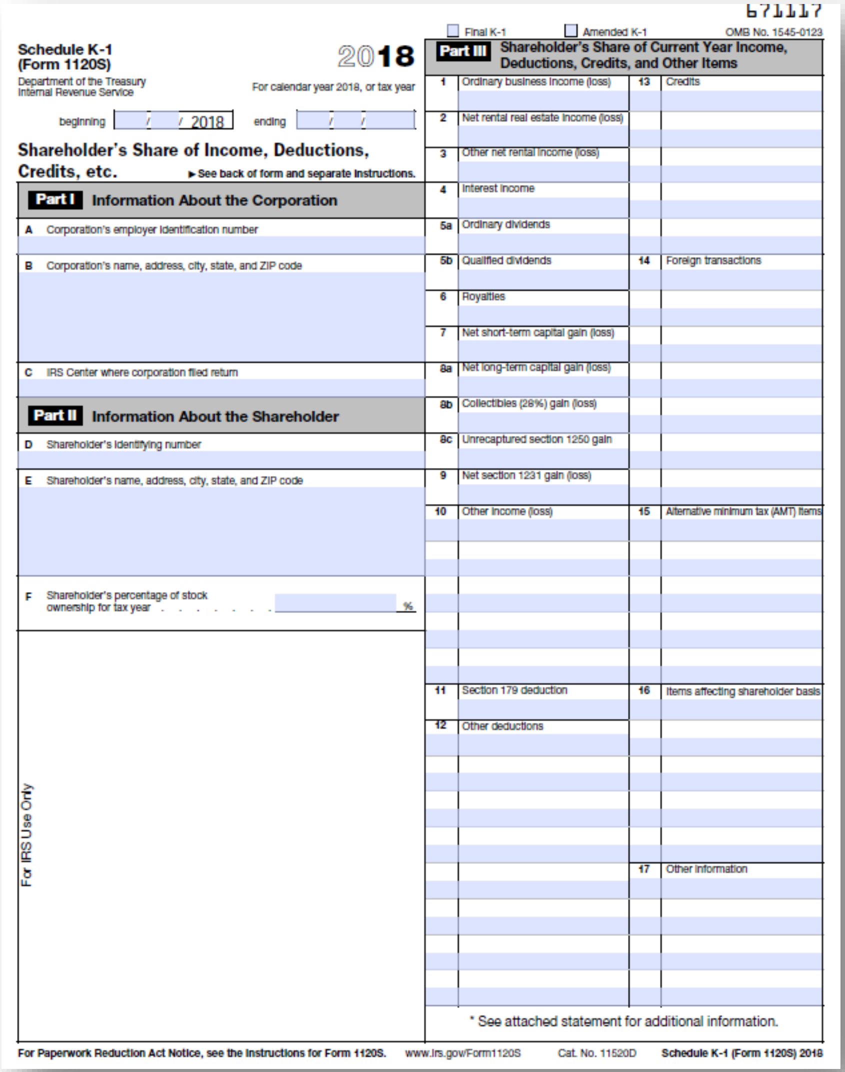
43 **Reconciliation for real estate professionals.** If you were a real estate professional (see instructions), enter the net income or (loss) you reported anywhere on Form 1040 or Form 1040NR from all rental real estate activities in which you materially participated under the passive activity loss rules . 43

Schedule E (Form 1040) 2018

Genworth

Example- K-1

- What is the % of Ownership?
- Does the K-1 indicate a cash distribution has been made to the tax payer?
- Do you need to review the issuing Business Entities Return?



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Final K-1 | Amended K-1 | OMB No. 1545-0123

Schedule K-1 (Form 1120S) 2018

Department of the Treasury
Internal Revenue Service

For calendar year 2018, or tax year

beginning / / 2018 ending / /

Shareholder's Share of Income, Deductions, Credits, etc. ▶ See back of form and separate instructions.

Part I Information About the Corporation

A Corporation's employer identification number

B Corporation's name, address, city, state, and ZIP code

C IRS Center where corporation filed return

Part II Information About the Shareholder

D Shareholder's identifying number

E Shareholder's name, address, city, state, and ZIP code

F Shareholder's percentage of stock ownership for tax year . . . . %

For IRS Use Only

Part III Shareholder's Share of Current Year Income, Deductions, Credits, and Other Items

1 Ordinary business income (loss)
2 Net rental real estate income (loss)
3 Other net rental income (loss)
4 Interest income
5a Ordinary dividends
5b Qualified dividends
6 Royalties
7 Net short-term capital gain (loss)
8a Net long-term capital gain (loss)
8b Collectibles (28%) gain (loss)
8c Unrecaptured section 1250 gain
9 Net section 1231 gain (loss)
10 Other income (loss)
11 Section 179 deduction
12 Other deductions
13 Credits
14 Foreign transactions
15 Alternative minimum tax (AMT) items
16 Items affecting shareholder basis
17 Other information

* See attached statement for additional information.

For Paperwork Reduction Act Notice, see the Instructions for Form 1120S. www.irs.gov/Form1120S Cat. No. 11520D Schedule K-1 (Form 1120S) 2018

Example- Business Return

- Does the Business have positive sales & earnings trends?
- Is the Business liquid/solvent?
- Did you complete a Cash Flow Analysis and Trend Analysis?

Form **1120S** | Department of the Treasury Internal Revenue Service

U.S. Income Tax Return for an S Corporation

► Do not file this form unless the corporation has filed or is attaching Form 2553 to elect to be an S corporation.
► Go to *www.irs.gov/Form1120S* for instructions and the latest information.

OMB No. 1545-0123 | 2018

For calendar year 2018 or tax year beginning , 2018, ending , 20

A S election effective date
B Business activity code number (see instructions)
C Check if Sch. M-3 attached ☐

TYPE OR PRINT: Name / Number, street, and room or suite no. If a P.O. box, see instructions. / City or town, state or province, country, and ZIP or foreign postal code

D Employer identification number
E Date incorporated
F Total assets (see instructions) $

G Is the corporation electing to be an S corporation beginning with this tax year? ☐ Yes ☐ No If "Yes," attach Form 2553 if not already filed
H Check if: (1) ☐ Final return (2) ☐ Name change (3) ☐ Address change (4) ☐ Amended return (5) ☐ S election termination or revocation
I Enter the number of shareholders who were shareholders during any part of the tax year ►

Caution: Include **only** trade or business income and expenses on lines 1a through 21. See the instructions for more information.

Income	1a	Gross receipts or sales	1a
	b	Returns and allowances	1b
	c	Balance. Subtract line 1b from line 1a	1c
	2	Cost of goods sold (attach Form 1125-A)	2
	3	Gross profit. Subtract line 2 from line 1c	3
	4	Net gain (loss) from Form 4797, line 17 (attach Form 4797)	4
	5	Other income (loss) (see instructions—attach statement)	5
	6	**Total income (loss).** Add lines 3 through 5 ►	6
Deductions (see instructions for limitations)	7	Compensation of officers (see instructions—attach Form 1125-E)	7
	8	Salaries and wages (less employment credits)	8
	9	Repairs and maintenance	9
	10	Bad debts	10
	11	Rents	11
	12	Taxes and licenses	12
	13	Interest (see instructions)	13
	14	Depreciation not claimed on Form 1125-A or elsewhere on return (attach Form 4562)	14
	15	Depletion **(Do not deduct oil and gas depletion.)**	15
	16	Advertising	16
	17	Pension, profit-sharing, etc., plans	17
	18	Employee benefit programs	18
	19	Other deductions (attach statement)	19
	20	**Total deductions.** Add lines 7 through 19 ►	20
	21	**Ordinary business income (loss).** Subtract line 20 from line 6	21
Tax and Payments	22a	Excess net passive income or LIFO recapture tax (see instructions)	22a
	b	Tax from Schedule D (Form 1120S)	22b
	c	Add lines 22a and 22b (see instructions for additional taxes)	22c
	23a	2018 estimated tax payments and 2017 overpayment credited to 2018	23a
	b	Tax deposited with Form 7004	23b
	c	Credit for federal tax paid on fuels (attach Form 4136)	23c
	d	Refundable credit from Form 8827, line 8c	23d
	e	Add lines 23a through 23d	23e
	24	Estimated tax penalty (see instructions). Check if Form 2220 is attached ► ☐	24
	25	**Amount owed.** If line 23e is smaller than the total of lines 22c and 24, enter amount owed	25
	26	**Overpayment.** If line 23e is larger than the total of lines 22c and 24, enter amount overpaid	26
	27	Enter amount from line 26: **Credited to 2019 estimated tax** ► **Refunded** ►	27

Sign Here
Under penalties of perjury, I declare that I have examined this return, including accompanying schedules and statements, and to the best of my knowledge and belief, it is true, correct, and complete. Declaration of preparer (other than taxpayer) is based on all information of which preparer has any knowledge.
Signature of officer | Date | Title
May the IRS discuss this return with the preparer shown below (see instructions)? ☐ Yes ☐ No

Paid Preparer Use Only
Print/Type preparer's name | Preparer's signature | Date | Check ☐ if self-employed | PTIN
Firm's name ► | Firm's EIN ►
Firm's address ► | Phone no.

For Paperwork Reduction Act Notice, see separate instructions. Cat. No. 11510H Form **1120S** (2018)

Genworth

Example

Is there a Schedule F filed?

- Profit or Loss
- Is it on the Subject Property?

Did the tax payer declare Unemployment Compensation?

- Were they unemployed seasonally?
- Does the 1003 indicate a gap in employment?

Has SS been received?

- Temporary or permanent?
- Is the benefit taxed?

SCHEDULE F (Form 1040)
Department of the Treasury Internal Revenue Service (99)

Profit or Loss From Farming

▶ Attach to Form 1040, Form 1040NR, Form 1041, or Form 1065.
▶ Go to *www.irs.gov/ScheduleF* for instructions and the latest information.

OMB No. 1545-0074
2018
Attachment Sequence No. 14

Name of proprietor | **Social security number (SSN)**

A Principal crop or activity | **B Enter code from Part IV** ▶ | C Accounting method: ☐ Cash ☐ Accrual | **D Employer ID number (EIN), (see instr)**

E Did you "materially participate" in the operation of this business during 2018? If "No," see instructions for limit on passive losses ☐ Yes ☐ No
F Did you make any payments in 2018 that would require you to file Form(s) 1099 (see instructions)? ☐ Yes ☐ No
G If "Yes," did you or will you file required Forms 1099? ☐ Yes ☐ No

Part I **Farm Income—Cash Method.** Complete Parts I and II (Accrual method. Complete Parts II and III, and Part I, line 9.)

1a	Sales of livestock and other resale items (see instructions)	1a	
b	Cost or other basis of livestock or other items reported on line 1a	1b	
c	Subtract line 1b from line 1a		1c
2	Sales of livestock, produce, grains, and other products you raised		2
3a	Cooperative distributions (Form(s) 1099-PATR)	3a	3b Taxable amount 3b
4a	Agricultural program payments (see instructions)	4a	4b Taxable amount 4b
5a	Commodity Credit Corporation (CCC) loans reported under election		5a
b	CCC loans forfeited	5b	5c Taxable amount 5c
6	Crop insurance proceeds and federal crop disaster payments (see instructions)		
a	Amount received in 2018	6a	6b Taxable amount 6b
c	If election to defer to 2019 is attached, check here ▶ ☐		6d Amount deferred from 2017 6d
7	Custom hire (machine work) income		7
8	Other income, including federal and state gasoline or fuel tax credit or refund (see instructions)		8
9	**Gross income.** Add amounts in the right column (lines 1c, 2, 3b, 4b, 5a, 5c, 6b, 6d, 7, and 8). If you use the accrual method, enter the amount from Part III, line 50. See instructions ▶		9

Part II **Farm Expenses—Cash and Accrual Method.** Do not include personal or living expenses. See instructions.

10	Car and truck expenses (see instructions). Also attach **Form 4562**	10	23	Pension and profit-sharing plans	23	
11	Chemicals	11	24	Rent or lease (see instructions):		
12	Conservation expenses (see instructions)	12	a	Vehicles, machinery, equipment	24a	
13	Custom hire (machine work)	13	b	Other (land, animals, etc.)	24b	
14	Depreciation and section 179 expense (see instructions)	14	25	Repairs and maintenance	25	
15	Employee benefit programs other than on line 23	15	26	Seeds and plants	26	
16	Feed	16	27	Storage and warehousing	27	
17	Fertilizers and lime	17	28	Supplies	28	
18	Freight and trucking	18	29	Taxes	29	
19	Gasoline, fuel, and oil	19	30	Utilities	30	
20	Insurance (other than health)	20	31	Veterinary, breeding, and medicine	31	
21	Interest (see instructions)		32	Other expenses (specify):		
a	Mortgage (paid to banks, etc.)	21a	a		32a	
b	Other	21b	b		32b	
22	Labor hired (less employment credits)	22	c		32c	
			d		32d	
			e		32e	
			f		32f	

33 **Total expenses.** Add lines 10 through 32f. If line 32f is negative, see instructions ▶ 33
34 **Net farm profit or (loss).** Subtract line 33 from line 9 34
If a profit, stop here and see instructions for where to report. If a loss, complete lines 35 and 36.
35 Reserved for future use.
36 Check the box that describes your investment in this activity and see instructions for where to report your loss.
a ☐ All investment is at risk. b ☐ Some investment is not at risk.

For Paperwork Reduction Act Notice, see the separate instructions. Cat. No. 11346H **Schedule F (Form 1040) 2018**

Review Adjustments to Income

- Expenses
- Self Employment Indicator

Adjustments to Income

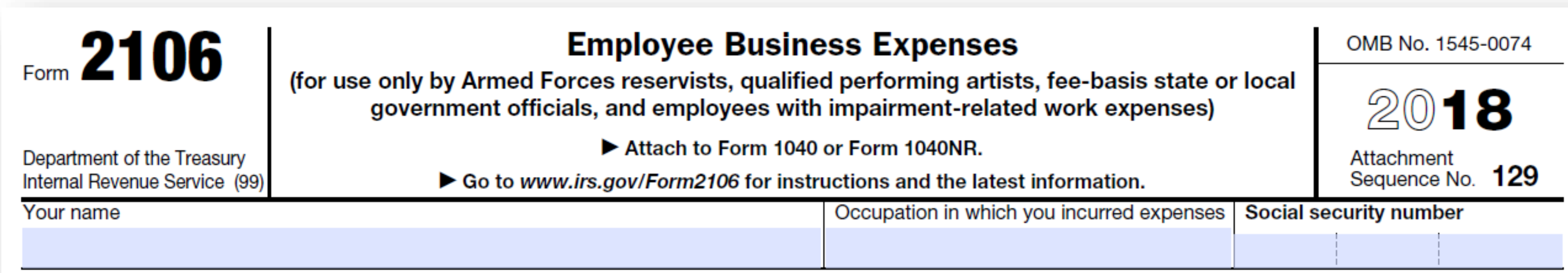
EDUCATOR EXPENSES:	$0.00
EDUCATOR EXPENSES PER COMPUTER:	$0.00
RESERVIST AND OTHER BUSINESS EXPENSE:	$0.00
HEALTH SAVINGS ACCT DEDUCTION:	$0.00
HEALTH SAVINGS ACCT DEDUCTION PER COMPTR:	$0.00
MOVING EXPENSES: F3903:	$0.00
SELF EMPLOYMENT TAX DEDUCTION:	$177.00
SELF EMPLOYMENT TAX DEDUCTION PER COMPUTER:	$177.00
SELF EMPLOYMENT TAX DEDUCTION VERIFIED:	$0.00
KEOGH/SEP CONTRIBUTION DEDUCTION:	$0.00
SELF-EMP HEALTH INS DEDUCTION:	$0.00
EARLY WITHDRAWAL OF SAVINGS PENALTY:	$0.00
ALIMONY PAID SSN:	
ALIMONY PAID:	$0.00
IRA DEDUCTION:	$0.00
IRA DEDUCTION PER COMPUTER:	$0.00
STUDENT LOAN INTEREST DEDUCTION:	$0.00
STUDENT LOAN INTEREST DEDUCTION PER COMPUTER:	$0.00
STUDENT LOAN INTEREST DEDUCTION VERIFIED:	$0.00
TUITION AND FEES DEDUCTION:	$0.00
TUITION AND FEES DEDUCTION PER COMPUTER:	$0.00
DOMESTIC PRODUCTION ACTIVITIES DEDUCTION:	$0.00

Example

Unreimbursed Employee Expense

- Do they have to be used to reduce the Borrower's Qualifying Income?
  - Are they compensated through commission earnings?
  - Are the commissions 25% or greater of their employment earnings?

- Review 2106 Form to Calculate Total Expenses when required.



Form **2106**

Department of the Treasury
Internal Revenue Service (99)

Employee Business Expenses

(for use only by Armed Forces reservists, qualified performing artists, fee-basis state or local government officials, and employees with impairment-related work expenses)

▶ Attach to Form 1040 or Form 1040NR.

▶ Go to *www.irs.gov/Form2106* for instructions and the latest information.

OMB No. 1545-0074

2018

Attachment Sequence No. **129**

Your name	Occupation in which you incurred expenses	**Social security number**

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2018 Tax Format

Form **1040** Department of the Treasury—Internal Revenue Service (99)
U.S. Individual Income Tax Return **2018** OMB No. 1545-0074 IRS Use Only—Do not write or staple in this space.

Filing status: ☐ Single ☐ Married filing jointly ☐ Married filing separately ☐ Head of household ☐ Qualifying widow(er)

Your first name and initial	Last name	**Your social security number**

Your standard deduction: ☐ Someone can claim you as a dependent ☐ You were born before January 2, 1954 ☐ You are blind

If joint return, spouse's first name and initial	Last name	**Spouse's social security number**

Spouse standard deduction: ☐ Someone can claim your spouse as a
☐ Spouse is blind ☐ Spouse itemizes on a separate return or

Home address (number and street). If you have a P.O. box, see instru

City, town or post office, state, and ZIP code. If you have a foreign ac

Dependents (see instructions): (
(1) First name Last name

Sign Here
Under penalties of perjury, I declare that I have examined this correct, and complete. Declaration of preparer (other than tax
Joint return? See instructions. Keep a copy for your records.
Your signature
Spouse's signature. If a joint return, **both** must s

Paid Preparer Use Only
Preparer's name | Preparer's s
Firm's name ▶
Firm's address ▶

For Disclosure, Privacy Act, and Paperwork Reduction Act Notice,

Form 1040 (2018) Page **2**

Attach Form(s) W-2. Also attach Form(s) W-2G and 1099-R if tax was withheld.

1	Wages, salaries, tips, etc. Attach Form(s) W-2	1
2a	Tax-exempt interest . . 2a	b Taxable interest . . . 2b
3a	Qualified dividends . . . 3a	b Ordinary dividends . . 3b
4a	IRAs, pensions, and annuities . 4a	b Taxable amount . . . 4b
5a	Social security benefits . . 5a	b Taxable amount . . . 5b
6	Total income. Add lines 1 through 5. Add any amount from Schedule 1, line 22	6
7	Adjusted gross income. If you have no adjustments to income, enter the amount from line 6; otherwise, subtract Schedule 1, line 36, from line 6	7
8	**Standard deduction or itemized deductions** (from Schedule A)	8
9	Qualified business income deduction (see instructions)	9
10	Taxable income. Subtract lines 8 and 9 from line 7. If zero or less, enter -0-	10
11	a Tax (see inst.) (check if any from: 1 ☐ Form(s) 8814 2 ☐ Form 4972 3 ☐)	
	b Add any amount from Schedule 2 and check here ▶ ☐	11
12	a Child tax credit/credit for other dependents b Add any amount from Schedule 3 and check here ▶ ☐	12
13	Subtract line 12 from line 11. If zero or less, enter -0-	13
14	Other taxes. Attach Schedule 4	14
15	Total tax. Add lines 13 and 14	15
16	Federal income tax withheld from Forms W-2 and 1099	16
17	Refundable credits: a EIC (see inst.) b Sch. 8812 c Form 8863	
	Add any amount from Schedule 5	17
18	Add lines 16 and 17. These are your total payments	18

Standard Deduction for—
- Single or married filing separately, $12,000
- Married filing jointly or Qualifying widow(er), $24,000
- Head of household, $18,000
- If you checked any box under Standard deduction, see instructions.

Refund

19	If line 18 is more than line 15, subtract line 15 from line 18. This is the amount you **overpaid**	19
20a	Amount of line 19 you want **refunded to you.** If Form 8888 is attached, check here ▶ ☐	20a
▶ b	Routing number ▶ c Type: ☐ Checking ☐ Savings	
▶ d	Account number	
21	Amount of line 19 you want **applied to your 2019 estimated tax** ▶ 21	

Direct deposit? See instructions.

Amount You Owe

22	**Amount you owe.** Subtract line 18 from line 15. For details on how to pay, see instructions ▶	22
23	Estimated tax penalty (see instructions) ▶ 23	

Go to *www.irs.gov/Form1040* for instructions and the latest information. Form **1040** (2018)

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Fannie Mae Guidelines 4506-T

Fannie Mae

Search forms, documents, site content, etc...

Single-Family ▼ | Originating & Underwriting | Pricing & Execution | Delivering | Servicing | Training | Technology

Selling Guide

Published December 4, 2018

Guide Table of Contents

B3-3.1-06: Requirements and Uses of IRS Request for Transcript of Tax Return Form 4506-T (12/04/2018)

This topic contains information on the use of *IRS Request for Transcript of Tax Return* (IRS Form 4506-T), including:

- Use of IRS Form 4506-T to Validate Borrower Income Documentation
- Use of IRS Forms to Obtain Federal Income Tax Information
- Alternatives to the IRS Form 4506-T
- Completing and Submitting the IRS Authorization Form
- Retaining the Tax Documents

Search guide content

BACK TO PART B

Use of IRS Form 4506-T to Validate Borrower Income Documentation

Fannie Mae requires lenders to have each borrower (regardless of income source) complete and sign a separate IRS Form 4506-T at or before closing. (As noted below in *Completing and Submitting the IRS Authorization Form*, it may be necessary to have the borrower complete and sign multiple IRS Form 4506-Ts depending on the transcripts required to validate the income.)

Freddie Mac Guidelines 4506-T

Freddie Mac Single Family / Single-Family Seller/Servicer Guide / Single-Family Seller/Servicer Guide / Selling / Series 5000: Origination and Underwriting / Topic 5300: Stable Monthly Income and Asset Qualification Sources / Chapter 5302: General Requirements for Documentation Used to Verify Employment and Income / 5302.5: IRS Form 4506-T requirements for all income and asset qualification sources (12/09/18)

5302.5: IRS Form 4506-T requirements for all income and asset qualification sources (12/09/18)

All Borrowers, whose income is used to qualify or whose assets are used as a basis for repayment of obligations in accordance with the requirements in Section 5307.1, must sign Internal Revenue Service (IRS) Form 4506-T (or an alternate form acceptable to the IRS that authorizes the release of comparable tax information) on the application date and again on the Note Date, except that if the Form 4506-T obtained on the application date is submitted to the IRS and tax transcripts are received back from the IRS, Seller is not required to obtain an additional Borrower signed Form 4506-T.

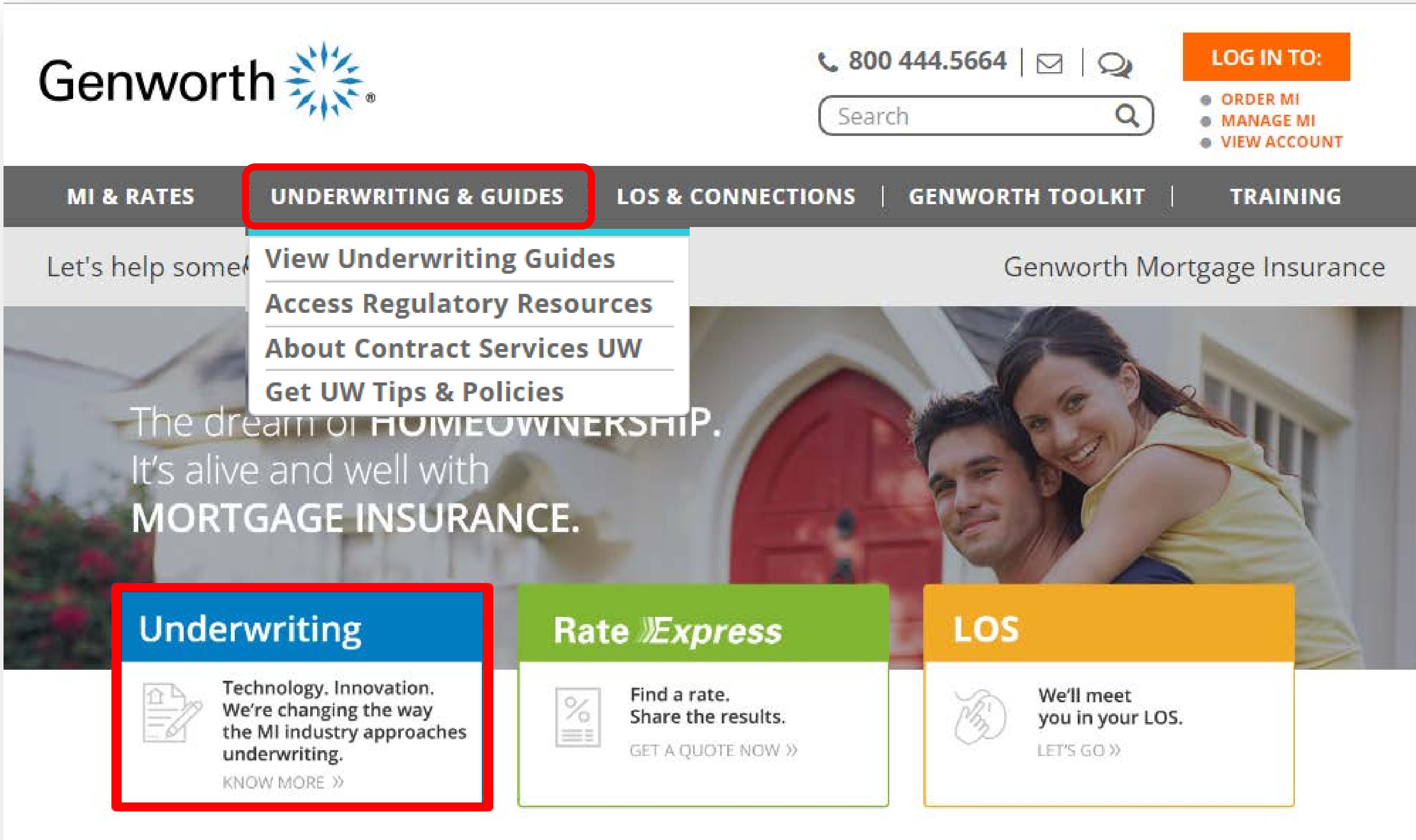
If submitting the Form 4506-T to the IRS, the Seller must ensure that the IRS receives the form prior to the form's expiration date. The Seller must retain the tax documentation received back from the IRS in the Mortgage file.

For Borrowers with income that is derived from sources in Puerto Rico, Guam or the U.S. Virgin Islands that are exempt from federal income taxation under the Internal Revenue Code, the above requirements apply, except as follows:

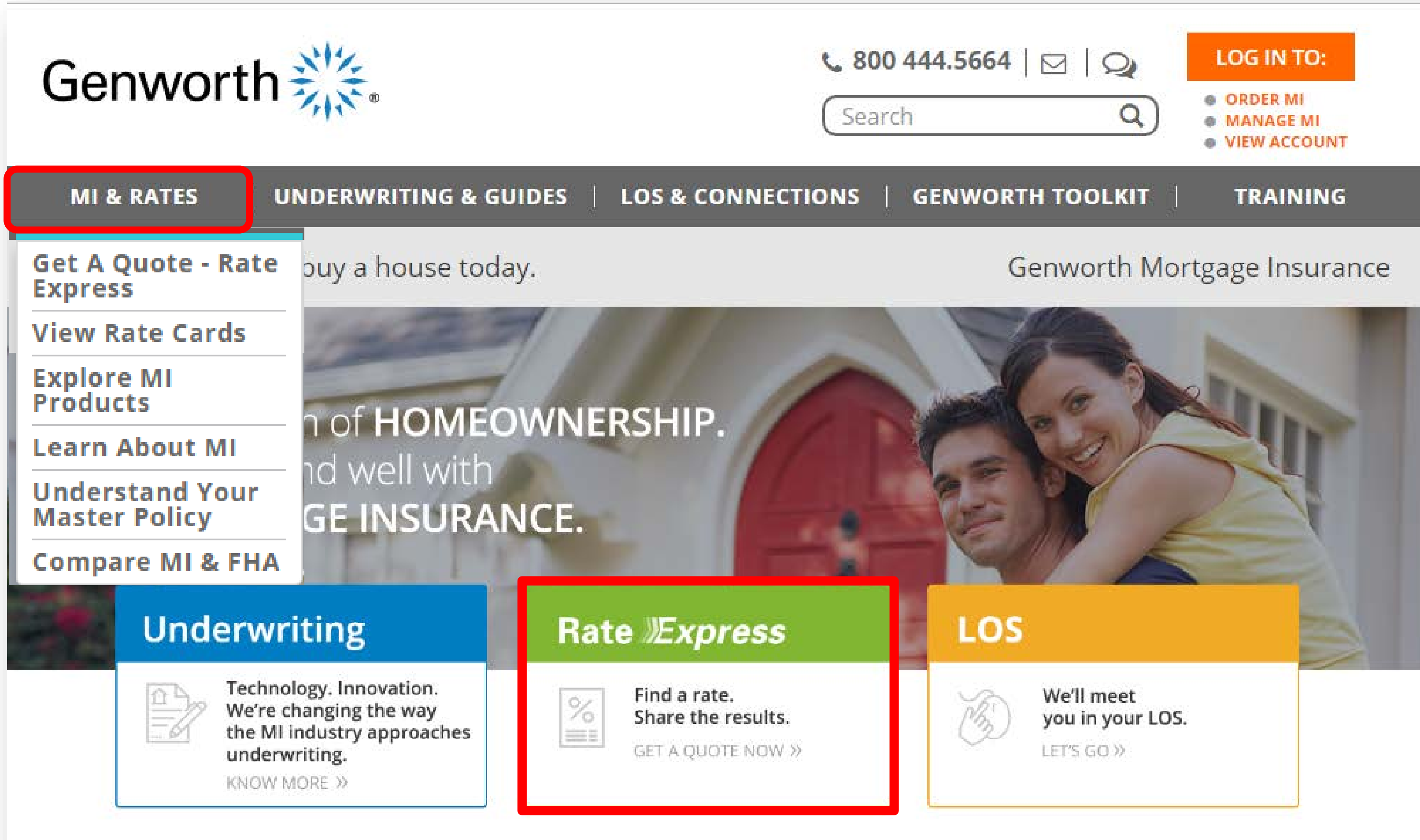
- In lieu of a Form 4506-T, Borrowers with income that is derived from sources in Puerto Rico must sign the most recent version of Commonwealth of Puerto Rico Form 2907 titled "Request For Copy of the Return, Estate or Gift Certificate of Release" (Modelo SC 2907 "Solicitud De Copia De Planilla, Relevo De Herencia Y De Donacion") for submission to the Puerto Rico Department of the Treasury, Internal Revenue Area
- Borrowers with income that is derived from sources in Guam or the U.S. Virgin Islands must sign the Form 4506-T (or an alternate form that authorizes the release of comparable tax information) for submission to the Guam Department of Taxation and Revenue or Virgin Islands Bureau of Internal Revenue, as applicable

For Mortgages for which automated income assessment with Loan Product Advisor® was requested that receive a representation and warranty result of "Eligible" in the Last Feedback Certificate, see Section 5901.6(b) for requirements pertaining to IRS Form 4506-T.

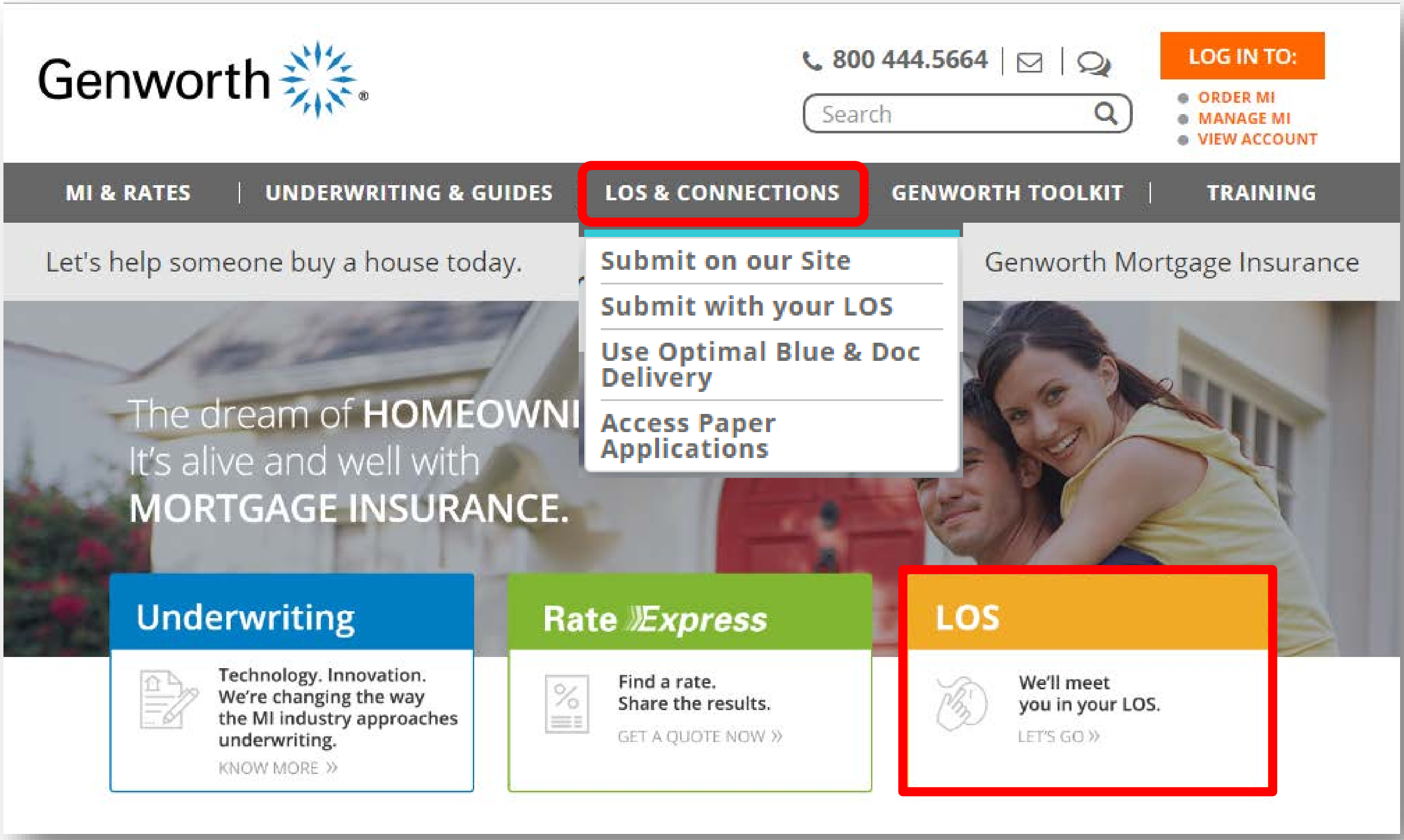
Genworth Underwriting Guidelines



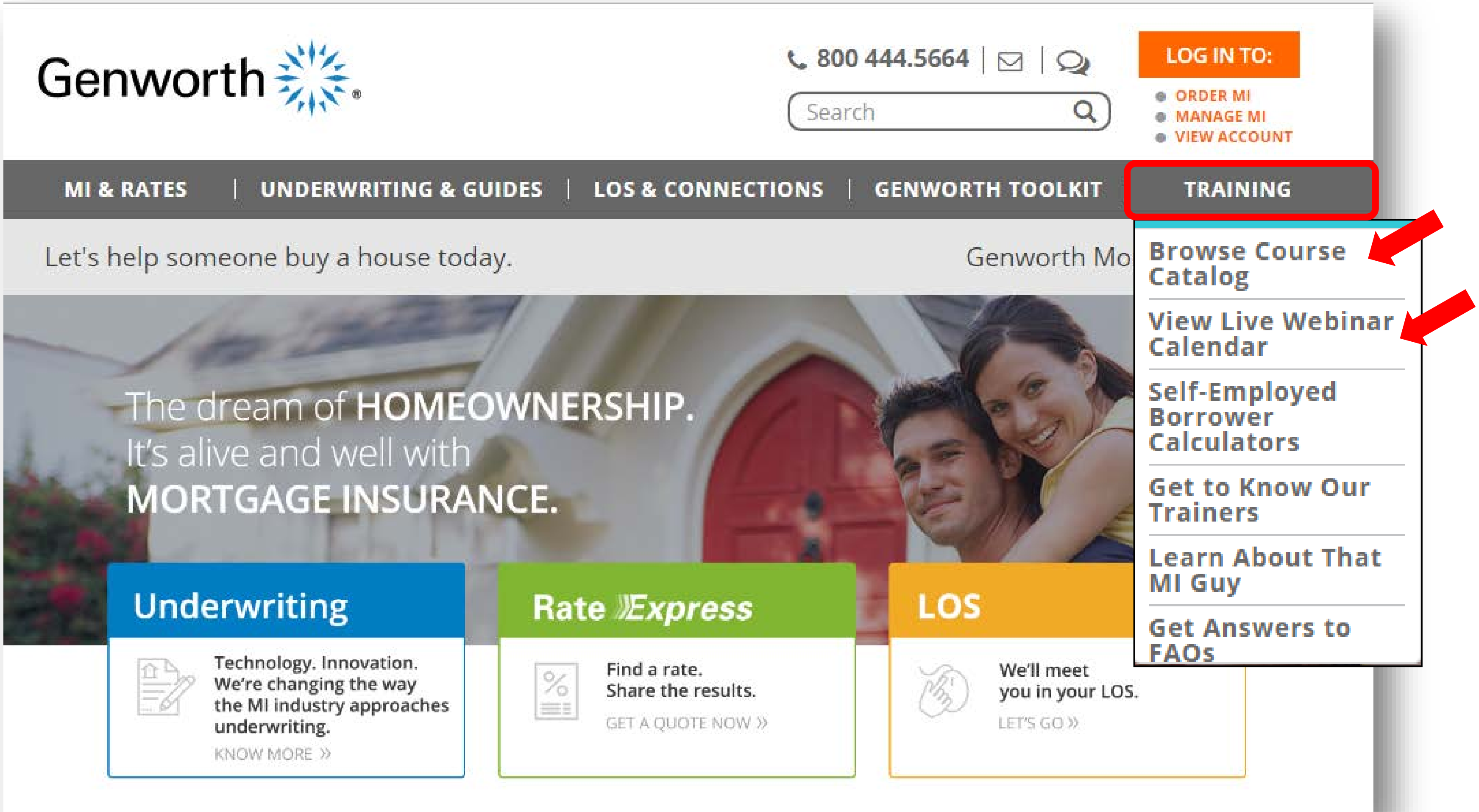
Genworth Rate *Express*®



LOS Connections



Training Tools and Information



Training Tools and Information

Course Catalog

Topic | Search Training Courses

Genworth offers a comprehensive suite of training opportunities to boost your know-how, benefit your bottom line and ultimately best serve your borrowers. With more than 90 courses in our catalog, our team is here to help you stay up-to-date on the mortgage industry and regulatory environment. Classes are all offered at no cost to you.

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- Professional Development Skills
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- Mortgage Professional
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- Underwriter

Featured Courses

Self-Employed Borrower Tools

We offer a valuable collection of downloadable calculators and reference guides to help you with calculating and analyzing the average monthly income of self-employed borrowers. They provide suggested guidance only and do not replace Fannie Mae or Freddie Mac instructions or applicable guidelines.

Due to various internet browser versions, please download and save PDF before entering data. Please note, calculators are updated periodically.

Fannie Mae Form 1084 Calculator (2015-2016) (PDF)
Calculate cash flow analysis to help you complete Fannie Mae form 1084. UPDATED

Freddie Mac Form 91 Calculator (2015-2016) (PDF)
Quick reference guide and income analysis for Freddie Mac Form 91. UPDATED

Schedule Analysis Method (SAM) Calculator (2015-2016) (PDF)
Calculate qualifying income from tax returns. UPDATED

Rental Income Calculator (2015-2016) (PDF)
Assists in calculating rental income from IRS form 1040 Schedule E. UPDATED

Quick Ratio – Liquidity Calculator (2015-2016) (PDF)
Calculate an organization's liquidity against current liabilities. UPDATED

Current Ratio – Liquidity Calculator (2015-2016) (PDF)
Calculate working capital liquidity against current liabilities. UPDATED

Fannie Mae Rental Guide (Calculator 1037) (PDF)
Use this worksheet to calculate qualifying rental income for Fannie Mae Form 1037 (Principal Residence, 2- to 4-unit Property)

Fannie Mae Rental Guide (Calculator 1038) (PDF)
Worksheet for calculating qualifying rental income for Fannie Mae Form 1038 (Individual Rental Income from Investment Property)

Fannie Mae Rental Guide (Calculator 1039) (PDF)
Calculate qualifying rental income for Fannie Mae Form 1039 (Business Rental Income from Investment Property)

Fannie Mae Comparative Analysis Guide (Form 1088) (PDF)
Calculate increases/decreases in gross income, expenses and taxable income.

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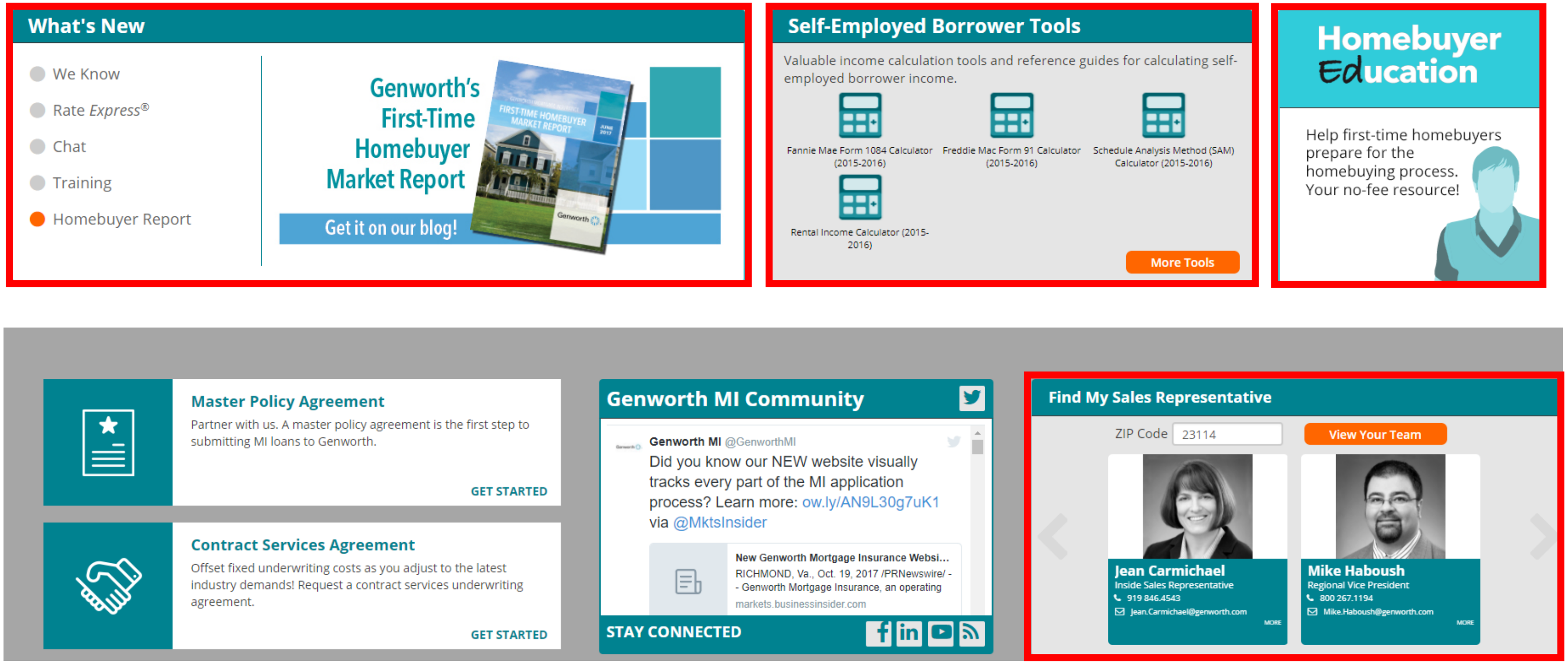
LIVE WEBINAR CALENDAR

Self-Employed Borrower Tools

Income Calculation Tools and Reference Guides

Additional MI Site Information



Your Genworth Resources

- ActionCenter®: 800 444.5664
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Genworth®

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Genworth Mortgage Insurance Offers A Comprehensive Suite Of Training Opportunities To Boost Your Know-How, Benefit Your Bottom Line, And Serve Your Borrowers Better. Visit mi.genworth.com To Learn More.