



General 4506-T Information

Notification Emails

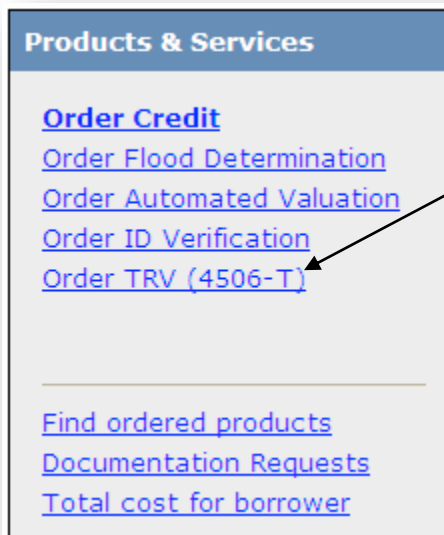
**When the status of a Tax order is updated, the system will notify you using the e-mail address you provide. Status updates may include messages from the Tax Vendor requesting additional information to complete orders.*

Turnaround Times


**Over 90% of our orders will be processed and completed in 24 hours or less! These turnaround times are subject to change based on the STATUS of the IRS processing center. Premium Credit Bureau Data does NOT guarantee ALL orders will meet the above referenced turnaround time(s)!*

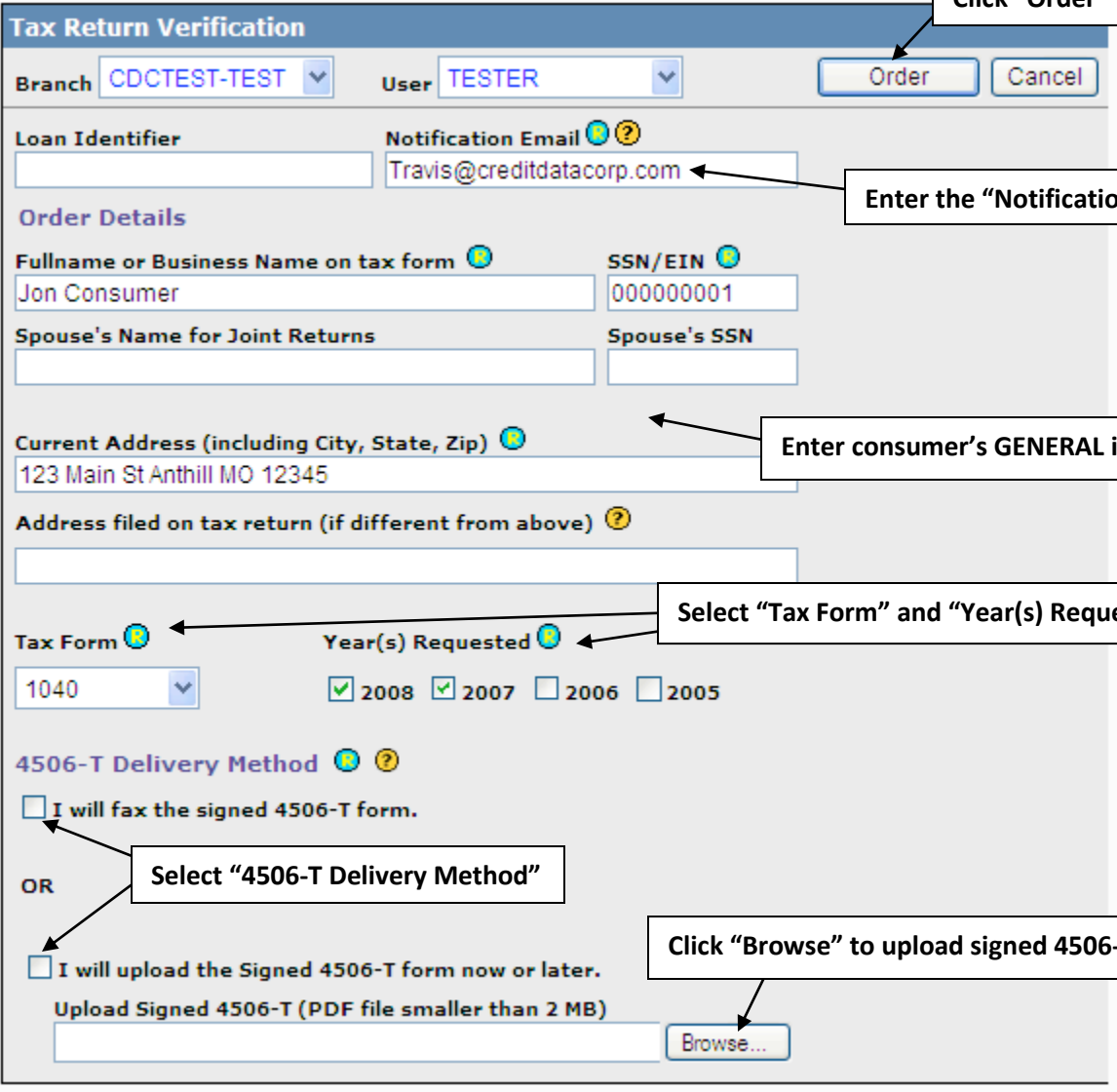
How to order a TRV (4506-T)

1. From the “Main” screen under the “Products & Services” section, click on “Order TRV (4506-T)”.
(as shown below)



Click “Order TRV (4506-T)”

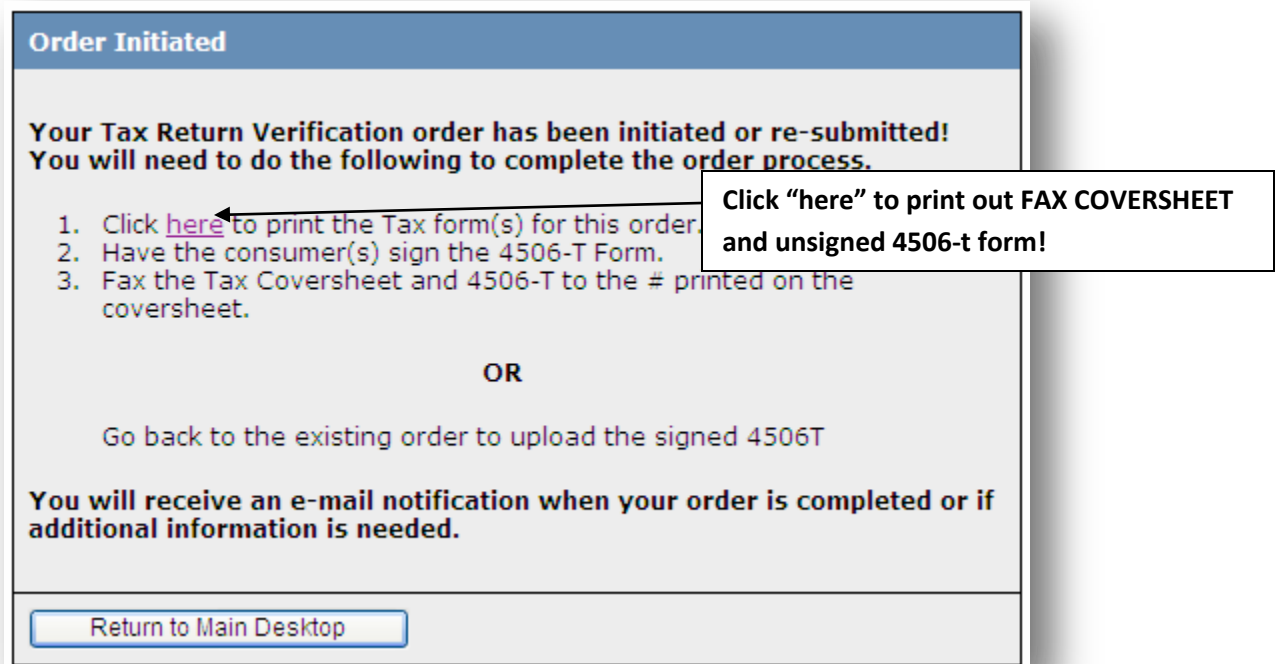
2. Next, the “Tax Return Verification” order form will appear. Enter in the desired information in the corresponding fields. (Fields labeled with  are required) Choose the type of “Tax Form” you would like to request (1040, W2, 1099, 1120, 1065) and also the tax year(s). (up to (4) years may be chosen) Then, choose the desired “4506-T Delivery Method”. You may either choose to FAX the 4506-T form, upload the form at time of order OR upload the form later. Once you have verified ALL the information entered is correct, click “Order”. (as shown below)



The screenshot shows the "Tax Return Verification" form with the following fields and callouts:

- Branch:** CDCTEST-TEST
- User:** TESTER
- Order/Cancel buttons:** Located at the top right.
- Loan Identifier:** Empty field.
- Notification Email:** Travis@creditdatacorp.com (Callout: "Enter the 'Notification Email'")
- Order Details:**
 - Fullname or Business Name on tax form:** Jon Consumer (Callout: "Enter consumer's GENERAL information")
 - SSN/EIN:** 000000001
 - Spouse's Name for Joint Returns:** Empty field
 - Spouse's SSN:** Empty field
 - Current Address (including City, State, Zip):** 123 Main St Anthill MO 12345 (Callout: "Enter consumer's GENERAL information")
 - Address filed on tax return (if different from above):** Empty field
- Tax Form:** 1040 (Callout: "Select 'Tax Form' and 'Year(s) Requested'")
- Year(s) Requested:** 2008, 2007 (checked), 2006, 2005 (Callout: "Select 'Tax Form' and 'Year(s) Requested'")
- 4506-T Delivery Method:**
 - I will fax the signed 4506-T form.
 - OR
 - I will upload the Signed 4506-T form now or later. (Callout: "Select '4506-T Delivery Method'")
- Upload Signed 4506-T (PDF file smaller than 2 MB):** Empty field with a "Browse..." button (Callout: "Click 'Browse' to upload signed 4506-T form")

3. After clicking "Order", the "Order Initiated" screen will appear, letting you know your TRV (4506-T) order has been successfully initiated! You will receive email notification(s) when your order has been completed OR if additional information is needed! (as shown below) **Please be advised, IF you chose to FAX your 4506-T form, make sure you click "HERE" to get both a copy of a FILLED out 4506-T form and ALSO a coversheet used to FAX the form to our processing center!*



Order Initiated

**Your Tax Return Verification order has been initiated or re-submitted!
You will need to do the following to complete the order process.**

1. Click [here](#) to print the Tax form(s) for this order.
2. Have the consumer(s) sign the 4506-T Form.
3. Fax the Tax Coversheet and 4506-T to the # printed on the coversheet.

OR

Go back to the existing order to upload the signed 4506T

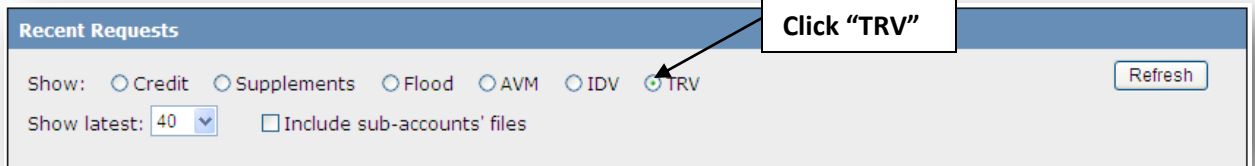
You will receive an e-mail notification when your order is completed or if additional information is needed.

[Return to Main Desktop](#)

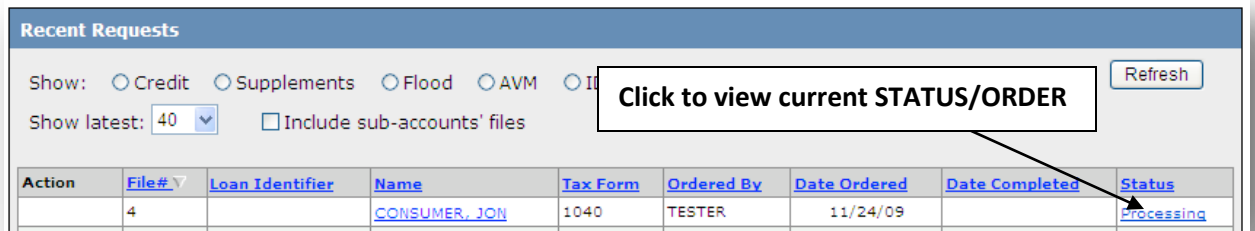
Click "here" to print out FAX COVERSHEET and unsigned 4506-t form!

How to View the Status of Recent 4506-T Order(s)

1. From the “Main” screen, under the “Recent Requests” section, click on “TRV”. (as shown below)



2. After clicking on “TRV” all the RECENT TRV (4506-T) orders will appear, showing the current “Status” of your order, “Date Ordered”, TRV File # and this is ALSO where you will go to VIEW completed order(s). (as shown below)



****Please contact Premium Credit Bureau Data at 866-318-6304 with ANY questions or concerns you may have!***