



Completed?	W5LY	Done By:	To Do:	Time for TPO Respond
	1	✓	File Claim with Insurance Company	5
		✓	Contact TBank Mortgage at [unclear] envelope for the claims check.	Generally it takes TPO HWWPHSIBB the check.
	3	✓	7RHSB [unclear] copy of their current license, a complete W9, as well as a signed copy of their estimate for repairs.	5
		Insurance Company	H8*SHPZ [unclear]	5
		✓	Ensure that all parties on the check other than TBank Mortgage endorse the [unclear] provided to mail the check, contractors current license, signed contractors estimate, and completed contractors W9 to:  T [unclear] * [unclear] [unclear] SHPZ SHUH.(	5
		T Bank	Receives the check. We will deposit it into a special interest bearing escrow account for your loan.	5
	7	T Bank	Sends a check to you, made payable to you and the contractor. The check will be [unclear] repairs.	TPO will generally mail these funds within 3 business days of receipt of the check. Fidelity will overnight the funds to you once disbursed.
		✓	Complete the following forms: • Have the contractor complete the [unclear] Waiver."  [unclear] "Intent to Repair" form.	

(TLYPZ )HUR 4VY[NHNL :LY]PJL [unclear]  
 76 )V\_ ([SHU[H .( [unclear] 76 )V\_ ([SHU[H .( [unclear] [unclear]  
 [unclear] [unclear] [unclear] 6W[PVU [unclear] [unclear] [unclear] 6W[PVU [unclear]  
 ^^^ HTLY [unclear] JVT c 9L] ^^^ SPVUIHUR JVT c 9L]

**Steps to Complete Loss Claim Process**

Completed?	Step Number	Done By:	To Do:	Time for Ameris to Respond
	9	You	<p>Obtain a copy of the Insurance Adjustors report from the insurance company. Send a copy of the Insurance Adjustors Report, the completed "Contractor's Lien Waiver", and completed "Intent to Repair" forms to Ameris Bank. You can scan a copy and email it to us at <a href="mailto:internalescrow@lionbank.com">internalescrow@lionbank.com</a>. Please include your name and loan number in the email to expedite processing.</p> <p>You can also mail the document to us at:            Ameris Bank Mortgage Services            3 Corporate Square, Ste 150            Attn: Mortgage Servicing Loss Claims Atlanta, GA 30329</p>	NA
	10	You	<p>Complete approximately 50% of the repairs. Contact Ameris Bank and notify us. We will request an inspection.</p>	Upon notification, an inspector should be contacting you to schedule an inspection within 3 business days.
	11	Ameris Bank	<p>Once the inspection confirms that the property is approximately 50% complete, we will disburse the difference between the original draw and 50% of the total claim (a total of 50% of the total claims amount will now have been disbursed to you.)</p>	Once we receive confirmation, we will disburse the check to you within 3 business days, and it will be sent to you by overnight mail.
	12	You	<p>Complete approximately 75% of the repairs. Contact Ameris Bank and notify us. We will request an inspection.</p>	Upon notification, an inspector should be contacting you to schedule an inspection within 3 business days.
	13	Ameris Bank	<p>Once the inspection confirms that the property is approximately 75% complete, we will disburse 50% of the remaining claims funds (a total of 75% of the total claims amount will now have been disbursed to you.)</p>	Once we receive confirmation, we will disburse the check to you within 3 business days, and it will be sent to you by overnight mail.
	14	You	<p>Complete the repairs. Then, if the loss claims was more than \$5,000 contact us at 1-888-248- 5466, option 6, so we can request a final inspection.</p>	Upon notification, an inspector should be contacting you to schedule an inspection within 3 business days.
	15	Ameris Bank	<p>Upon completion of the final inspection showing all repairs are complete and receipt of all documents needed, we will disburse the remaining loss claims funds, payable to you and the contractor. Any interest earned from the escrow account will be sent separately, in a check made payable to you.</p>	Upon receipt of all documents and the final inspection showing all repairs complete, Ameris will send checks out within 3 business days.



MORTGAGE SERVICES

**Hazard Loss Claims- Delinquent Loan  
(31 or more days delinquent)  
Total Loss Claim Greater than \$2,500**

**Hazard Insurance Property Damage Form- Declaration of Intent to Complete Repairs**

Loan Number \_\_\_\_\_ Loss Claim Number \_\_\_\_\_

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

Preferred Phone Number: \_\_\_\_\_ Claim Amount: \_\_\_\_\_

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

*Please Include City, State, and Zip Code*

Cause of Loss/Damage: \_\_\_\_\_

The undersigned acknowledges that the insurance claims funds in the amount listed above are to be used for restoration/repairs of the property listed above, in connection with the damage that occurred on \_\_\_\_\_. Repairs/Restoration will be completed and the property will be restored to as good a condition, or better than it was previous to the loss and that the repairs will be made in a timely fashion. The undersigned also states that no material or labor liens will occur as a result of the labor or materials being used to complete the repairs.

The undersigned agrees to indemnify and hold Ameris Bank harmless against any and all claims which may arise as a result of funds being paid in advance for the above work or claim.

Borrower: \_\_\_\_\_ Date \_\_\_\_\_

Co-Borrower: \_\_\_\_\_ Date \_\_\_\_\_

Please complete this form and return it to Ameris Bank by mail to:

Ameris Bank Mortgage Services  
3 Corporate Square, Suite 150  
Attn: Mortgage Servicing Loss Claims  
Atlanta, GA 30329

Or you can scan the signed document and email it to: [InternalEscrow@lionbank.com](mailto:InternalEscrow@lionbank.com). Please Ameris Bank Mortgage Customer Service at 1-888-248-5466, option 6. We are available 8 AM to 6 PM Monday through Friday, and Saturday 8 AM to Noon.



MORTGAGE SERVICES

**Hazard Loss Claims- Delinquent Loan  
(31 or more days delinquent)  
Total Loss Claim Greater than \$2,500**

**Contractor's Lien Waiver**

This form must be completed by your contractor(s). It confirms that the contractor will waive any claims of lien once full payment for labor and materials is received. It is your responsibility to ensure that the contractors are paid out of the claims money. Ameris Bank will send any draw checks made payable to both you and the contractor. **If multiple contractors are used, each must submit their own, separate Contractor's Lien Waiver in order for us to submit payment.**

To avoid delays, please make sure all fields on this form are completed before you submit it. Once you have completed this form, you can scan and email it to use at [internalescrow@lionbank.com](mailto:internalescrow@lionbank.com) or you can fax it to us at 1-404-745-8412. Additionally, the form can be mailed to us at:

Ameris Bank Mortgage Services, Attn: Mortgage Servicing Loss Claims  
3 Corporate Square, Ste. 150, Atlanta, GA 30329

**Borrower Information (to be completed by Borrower)**

Loan Number \_\_\_\_\_ Loss Claim Number \_\_\_\_\_

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

Preferred Phone Number: \_\_\_\_\_ Claim Amount: \_\_\_\_\_

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

*Please Include City, State, and Zip Code*

I/We acknowledge that by signing below, I/we agree with the information provided in this document.

Borrower: \_\_\_\_\_ Date \_\_\_\_\_

Co-Borrower: \_\_\_\_\_ Date \_\_\_\_\_

**Contractors Declaration (To Be Completed by Contractor)**

I, the undersigned contractor, hereby declare that I am duly licensed under applicable laws and regulations. I am qualified and experienced to perform the type of work contracted, financially able to complete the repair or reconstruction within scheduled time frames, will comply with applicable codes and regulations governing residential repair or reconstruction (including, but not limited to, building codes and zoning, permit and inspection regulations), and I will be repairing damage at the property listed above as reported in the insurance adjuster's report unless specifically noted. I further state that all liens will be waived upon payment as noted. I/We acknowledge that by signing below, I/we agree with the information provided in this document.

Contractor Name: \_\_\_\_\_ Title: \_\_\_\_\_

Company Name: \_\_\_\_\_ Contractor Phone Number: \_\_\_\_\_

Contractor/Company Officer Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Ameris Bank Mortgage Services  
PO Box 105075, Atlanta, GA 30348-5075  
1-888-248-5466 Option 6  
[www.lionbank.com](http://www.lionbank.com) | Rev. 7.1.2019

**Loss Mitigation Hardship Request Checklist**

Enclosed is the Mortgage Assistance Application, which is used to help us determine what Loss Mitigation Options you may qualify for. In order for us to complete a Loss Mitigation review, you must complete the application, and provide the additional required documentation as outlined in the application below. Here is a breakdown of what must be completed:

\_\_\_\_\_ Page 2-7 Mortgage Assistance Form- This must be signed and dated by ALL Parties on the mortgage to be considered complete

\_\_\_\_\_ Page 8-9 4506T- Signed/Dated by all parties on the mortgage

Pages 1, 10 and 11 are for you to keep for your review/records.

**Additional Documents Required**

*Please note that the following documents are required for each borrower on the mortgage*

\_\_\_\_\_ Proof of income: One (1) months worth of the most recent, consecutive pay stubs

\_\_\_\_\_ Bank Statements: Two (2) most recent, consecutive bank statements including ALL pages for ALL accounts (even if the pages are blank, they should be included.)

\_\_\_\_\_ Income Tax Returns: Two (2) most recent year's income tax returns with all schedules

In addition, the following documents may be required- the application below will guide when these documents are required:

- If Self-Employed, Three (3) months most recent, consecutive Profit and Loss Statement signed/dated;
- If receiving Social Security, VA Benefits, Disability, Unemployment, or SNAP Benefits- the Award Letter for the benefit being provided;
- If receiving rental income, copy of rental agreement for each property where rental income is being provided;
- If receiving any non-salaried income, such as child support, spousal support, etc.- Proof of amounts awarded - **only applicable if choosing to disclose and have this income considered as part of the Loss Mitigation Review**

Please do not send original documents as Ameris Bank Mortgage Services will not return any documents being used for consideration in the Loss Mitigation review.

**What to Expect During the Loss Mitigation Review**

Once your hardship request is received, a Ameris Bank Loss Mitigation Specialist will review your documents, and will send you an acknowledgment letter within five (5) days of receipt. This acknowledgment letter will advise you if the package received is complete or incomplete. Please allow for mail time to receive this notice.

If the package is complete, the letter will outline that a Loss Mitigation evaluation will begin, and a decision regarding your application will be sent to you, in writing, within thirty (30) days. If the package is incomplete, the letter will outline what documents or information are missing, and the letter will provide a deadline by which the documents must be received by

Ameris Bank Mortgage Services to be considered for review.

In order for Ameris Bank Mortgage Services to review the application for Loss Mitigation options ALL the required information must be received. Failure to provide the required information will result in a denial of your application for Loss Mitigation.



**Mortgage Assistance Application**

MORTGAGE SERVICES

**Mortgage Assistance Application**

If you are having mortgage payment challenges, please complete and submit this application, along with the required documentation, to Ameris Bank Mortgage at PO Box 105075, Attn: Mortgage Servicing Loss Mitigation, Atlanta, GA 30348-5075. Or you can scan the signed documents and email them to us at Loss.Mitigationserv@lionbank.com. We will contact you within five business days to acknowledge receipt and let you know if you need to send additional information or documents. We will use the information you provide to help us identify the assistance you may be eligible to receive. If you need help completing this application, please contact Ameris Bank Mortgage at 1-888-248-5466

Option 6. For a list of HUD-approved housing counseling agencies that can provide foreclosure prevention information, contact one of the following federal government agencies:

- The U.S. Department of Housing and Urban Development (HUD) at (800) 569-4287 or www.hud.gov/counseling
  - The Consumer Financial Protection Bureau (CFPB) at (855) 411-2372 or www.consumerfinance.gov/mortgagehelp
- If you need assistance with translation or other language assistance, HUD-approved housing counseling agencies may be able to assist you. These services are provided without charge.

Borrower Information	
Borrower's Name	
Social Security Number (last 4 Digits)	Email Address
Primary Phone Number	<input type="checkbox"/> Cell <input type="checkbox"/> Home <input type="checkbox"/> Work <input type="checkbox"/> Other
Alternate Phone Number	<input type="checkbox"/> Cell <input type="checkbox"/> Home <input type="checkbox"/> Work <input type="checkbox"/> Other
Co-Borrower's Name	
Social Security Number (last 4 Digits)	Email Address
Primary Phone Number	<input type="checkbox"/> Cell <input type="checkbox"/> Home <input type="checkbox"/> Work <input type="checkbox"/> Other
Alternate Phone Number	<input type="checkbox"/> Cell <input type="checkbox"/> Home <input type="checkbox"/> Work <input type="checkbox"/> Other

Preferred contact method (choose all that apply):  Cell phone  Home phone  Work phone  Email  Text\*

Is either borrower on active duty with the military (including the National Guard and Reserves), the dependent of a borrower on active duty, or the surviving spouse of a member of the military who was on active duty at the time of death?  
 Yes  No

Property Information	
Property Address	
Mailing Address (If Different from Property Address)	
This Property Is Currently	<input type="checkbox"/> A Primary Residence <input type="checkbox"/> A Second Home <input type="checkbox"/> An Investment Property
This Property Is (Select all that apply)	<input type="checkbox"/> Owner Occupied <input type="checkbox"/> Renter Occupied <input type="checkbox"/> Vacant
I want to	<input type="checkbox"/> Keep the Property <input type="checkbox"/> Sell the Property <input type="checkbox"/> Transfer Ownership of the Property to my Servicer <input type="checkbox"/> Undecided

Is the property subject to condominium or homeowners' association (HOA) fees? Yes  No

If Yes, indicate Monthly Dues: \$ \_\_\_\_\_

\*Checking this box indicates your consent for text messaging

**Hardship Information**

The hardship causing Mortgage payment challenges began on approximately (date) \_\_\_\_\_ and is believed to be:

\_\_\_\_\_ Short-term (up to 6 months)      \_\_\_\_\_ Long-Term or Permanent (greater than 6 months)

\_\_\_\_\_ Resolved as of (date) \_\_\_\_\_

Type of Hardship (Select all that Apply)	Required Hardship Documentation
_____ Unemployment	Not required
_____ Reduction in income: a hardship that has caused a decrease in your income due to circumstances outside your control (e.g., elimination of overtime, reduction in regular working hours, a reduction in base pay)	Not required
_____ Increase in housing-related expenses: a hardship that has caused an increase in your housing expenses due to circumstances outside your control (e.g., uninsured losses, increased property taxes, HOA special assessment)	Not required
_____ Disaster (natural or man-made) impacting the property or borrower's place of employment	Not required
_____ Long-term or permanent disability, or serious illness of a borrower/co-borrower or dependent family member	Written statement from the borrower, or other documentation verifying disability or illness <b>Note:</b> Detailed medical information is not required, and information from a medical provider is not required
_____ Divorce or legal separation	Final divorce decree or final separation agreement <b>OR</b> Recorded quitclaim deed
_____ Separation of borrowers unrelated by marriage, civil union, or similar domestic partnership under applicable law	Recorded quitclaim deed <b>OR</b> Legally binding agreement evidencing that the non-occupying borrower or co-borrower has relinquished all rights to the property
_____ Death of borrower or death of either the primary or secondary wage earner	Death certificate <b>OR</b> Obituary or newspaper article reporting the death
_____ Distant employment transfer/relocation	<b>For active duty service members:</b> Permanent Change of Station (PCS) orders or letter showing transfer. <b>For employment transfers/new employment:</b> Copy of signed offer letter or notice from employer showing transfer to a new location or written explanation if employer documentation not applicable, <b>AND</b> Documentation that reflects the amount of any relocation assistance provided (not required for those with PCS orders)
_____ Other – Hardship that is not covered above (if additional space is needed, use the next page)	Written explanation describing the details of the hardship and any relevant documentation



**Additional Hardship Information**

**Property Listing Information**

Is the Property Listed for Sale? Yes \_\_\_\_\_ No \_\_\_\_\_ If Yes, what was the Listing Date? \_\_\_\_\_

If the Property has been listed, have you received an offer on the Property? Yes \_\_\_\_\_ No \_\_\_\_\_

Date of Offer \_\_\_\_\_ Amount of Offer: \_\_\_\_\_

Agent's Name: \_\_\_\_\_ Agent's Phone Number: \_\_\_\_\_

**Monthly Expenses (Include Loan Payments or Other Expenses Deducted from Paycheck)**

Monthly Expenses	Monthly Payment	Comment
First Mortgage Payment	\$	
Second Mortgage Payment	\$	
Homeowners Insurance (if NOT included in Mortgage Payment)	\$	
Property Taxes (if Not Included in Mortgage Payment)	\$	
Credit Card/Installment Loan(s) (Total minimum payment per month)	\$	
Alimony, Child Support Payment(s)	\$	
Car Lease Payments	\$	
Mortgage Payments on Other Properties	\$	
<b>Total Household Debt and Expense Payments</b>	\$	

Monthly Expenses (Include Loan Payments or Other Expenses Deducted from Paycheck)		
Monthly Expenses	Monthly Payment	Comment
Electricity	\$	
Home Phone/Internet	\$	
Natural Gas/Propane	\$	
Cable TV	\$	
Sewer/Water	\$	
Homeowners Association Dues (HOA)	\$	
Car Payment	\$	
Groceries/Food	\$	
Auto Maintenance/Gas	\$	
Auto Insurance	\$	
Child/Elder Care	\$	
Medical/Dental	\$	
Health Insurance	\$	
Life Insurance	\$	
Clothing	\$	
Dry Cleaning	\$	
Education	\$	
Church/Club	\$	
Parking	\$	
Pet Expenses	\$	
Alimony/Child Support (Provide Documentation)	\$	
Other Line of Credit (Please Specify)	\$	
Other Line of Credit (Please Specify)	\$	
Other Line of Credit (Please Specify)	\$	
Other (Please describe)	\$	
Other (Please describe)	\$	
Other (Please describe)	\$	
<b>Total</b>	\$	

**Borrower Income**

Please enter all borrower income amounts in the middle column.

Monthly Total Borrower Income Type and Amount		Required Income Documentation
Gross (pre-tax) wages, salaries and overtime pay, commissions, tips, and bonuses	\$	One Month of most recent, consecutive pay stub and documentation of year-to-date earnings if not on pay stub <b>OR</b> Two most recent bank statements showing income deposits
Self-employment income	\$	Two most recent bank statements showing self employed income deposit amounts <b>OR</b> Most recent signed and dated quarterly or year-to-date profit/loss statement <b>OR</b> Most recent complete and signed business tax return <b>OR</b> Most recent complete and signed individual federal income tax return
Unemployment benefit income	\$	No documentation required
Taxable Social Security, pension, disability, death benefits, adoption assistance, housing allowance, and other public assistance	\$	Two most recent bank statements showing deposit amounts <b>OR</b> Award letters or other documentation showing the amount and frequency of the benefits
Non-taxable Social Security or disability income	\$	Two most recent bank statements showing deposit amounts <b>OR</b> Award letters or other documentation showing the amount and frequency of the benefits
Rental income (rents received, less expenses other than mortgage expense)	\$	Two most recent bank statements demonstrating receipt of rent <b>OR</b> Two most recent deposited rent checks
Investment or insurance income	\$	Two most recent investment statements <b>OR</b> Two most recent bank statements supporting receipt of the income
Other sources of income not listed above (Note: Only include alimony, child support, or separate maintenance income if you choose to have it considered for repaying this loan)	\$	Two most recent bank statements showing receipt of income <b>OR</b> Other documentation showing the amount and frequency of the income

**Current Borrower Assets**

Exclude retirement funds such as a 401(k) or Individual Retirement Account (IRA), and college savings accounts such as a 529 plan.

Checking account(s) and cash on hand	\$
Savings, money market funds, and Certificates of Deposit (CDs)	\$
Stocks and bonds (non-retirement accounts)	\$
Other:	\$

**Borrower Certification and Agreement**

1. I certify and acknowledge that all of the information in this Mortgage Assistance Application is truthful, and the hardship I identified contributed to my need for mortgage relief. Knowingly submitting false information may violate Federal and other applicable law.
2. I agree to provide my servicer with all required documents, including any additional supporting documentation as requested, and will respond in a timely manner to all servicer or authorized third party\* communications.
3. I acknowledge and agree that my servicer is not obligated to offer me assistance based solely on the representations in this document or other documentation submitted in connection with my request.
4. I consent to the servicer or authorized third party\* obtaining a current credit report for the borrower and co-borrower.
5. I consent to the disclosure by my servicer, authorized third party,\* or any investor/guarantor of my mortgage loan(s), of any personal information collected during the mortgage assistance process and of any information about any relief I receive, to any third party that deals with my first lien or subordinate lien (if applicable) mortgage loan(s), including Fannie Mae, Freddie Mac, or any investor, insurer, guarantor, or servicer of my mortgage loan(s) or any companies that provide support services to them, for purposes permitted by applicable law. Personal information may include, but is not limited to: (a) my name, address, telephone number, (b) my Social Security number, (c) my credit score, (d) my income, and (e) my payment history and information about my account balances and activity.
6. I agree that the terms of this borrower certification and agreement will apply to any modification trial period plan, repayment plan, or forbearance plan that I may be offered based on this application. If I receive an offer for a modification trial period plan or repayment plan, I agree that my first timely payment under the plan will serve as acceptance of the plan.
7. I consent to being contacted concerning this application for mortgage assistance at any telephone number, including mobile telephone number, or email address I have provided to the lender, servicer, or authorized third party.\*

*\* An authorized third party may include, but is not limited to, a housing counseling agency, Housing Finance Agency (HFA) or other similar entity that is assisting me in obtaining a foreclosure prevention alternative.*

Borrower Signature: \_\_\_\_\_ Date \_\_\_\_\_

Co-Borrower Signature: \_\_\_\_\_ Date \_\_\_\_\_

*Please submit your completed application, together with the required documentation, to Ameris Bank Mortgage via mail to: Ameris Bank, Attn: Mortgage Servicing Loss Mitigation P.O. Box 105075, Atlanta, GA 30348-5075. We will contact you within five business days to acknowledge receipt and let you know if you need to send additional information or documents. We will use the information you provided to help us identify the assistance you may be eligible to receive.*

**Text/Email/Auto Dialer Authorization (Optional)**

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

Borrower Cell Phone Number: \_\_\_\_\_ Co-Borrower Cell Phone Number: \_\_\_\_\_

Important Message: From time to time, it may be important for Ameris Bank Mortgage to contact you regarding your mortgage account via text, email and/or auto-dialer. Do you authorize Ameris Bank Mortgage to contact you regarding your mortgage account via text, email and/or auto-dialer? \_\_\_\_\_ Yes, I authorize \_\_\_\_\_ No, I do not authorize

Borrower: \_\_\_\_\_ Date \_\_\_\_\_

Co-Borrower: \_\_\_\_\_ Date \_\_\_\_\_

### 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](http://www.irs.gov/form4506t).

**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](http://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.

<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, individual taxpayer identification number, 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 or individual taxpayer identification number if joint tax return
<b>3</b> Current name, address (including apt., room, or suite no.), city, state, and ZIP code (see instructions)	
<b>4</b> Previous address shown on the last return filed if different from line 3 (see instructions)	
<b>5</b> 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.	

**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.

/	/	/	/
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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.

Signature (see instructions)	Date
Title (if line 1a above is a corporation, partnership, estate, or trust)	
Spouse's signature	Date

**Sign Here** ▶

Section references are to the Internal Revenue Code unless otherwise noted.

## Future Developments

For the latest information about Form 4506-T and its instructions, go to [www.irs.gov/form4506t](http://www.irs.gov/form4506t). Information about any recent developments affecting Form 4506-T (such as legislation enacted after we released it) will be posted on that page.

## General Instructions

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

**Purpose of form.** Use Form 4506-T to request tax return information. You can also designate (on line 5) a third party to receive the information. Taxpayers using a tax year beginning in one calendar year and ending in the following year (fiscal tax year) must file Form 4506-T to request a return transcript.

**Note:** If you are unsure of which type of transcript you need, request the Record of Account, as it provides the most detailed information.

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

**Automated transcript request.** You can quickly request transcripts by using our automated self-help service tools. Please visit us at [IRS.gov](http://IRS.gov) and click on "Get a Tax Transcript..." under "Tools" or call 1-800-908-9946.

**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 addresses, send your request to the address based on the address of your most recent return.

## Chart for individual transcripts (Form 1040 series and Form W-2 and Form 1099)

### If you filed an individual return and lived in:

	Mail or fax to:
Alabama, Kentucky, Louisiana, Mississippi, Tennessee, Texas, a foreign country, American Samoa, Puerto Rico, Guam, the Commonwealth of the Northern Mariana Islands, the U.S. Virgin Islands, or A.P.O. or F.P.O. address	Internal Revenue Service RAIVS Team Stop 6716 AUSC Austin, TX 73301
Alaska, Arizona, Arkansas, 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	855-587-9604
Alabama, Arizona, Arkansas, 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	Internal Revenue Service RAIVS Team Stop 37106 Fresno, CA 93888
Alaska, Arizona, Arkansas, 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	855-800-8105
Connecticut, Delaware, District of Columbia, Florida, Georgia, Maine, Maryland, Massachusetts, Missouri, New Hampshire, New Jersey, New York, North Carolina, Ohio, Pennsylvania, Rhode Island, South Carolina, Vermont, Virginia, West Virginia	Internal Revenue Service RAIVS Team Stop 6705 P-6 Kansas City, MO 64999
Connecticut, Delaware, District of Columbia, Florida, Georgia, Maine, Maryland, Massachusetts, Missouri, New Hampshire, New Jersey, New York, North Carolina, Ohio, Pennsylvania, Rhode Island, South Carolina, Vermont, Virginia, West Virginia	855-821-0094

## Chart for all other transcripts

### If you lived in or your business was in:

	Mail or fax to:
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, Texas, Utah, Washington, Wyoming, a foreign country, American Samoa, Puerto Rico, Guam, the Commonwealth of the Northern Mariana Islands, the U.S. Virgin Islands, or A.P.O. or F.P.O. address	Internal Revenue Service RAIVS Team P.O. Box 9941 Mail Stop 6734 Ogden, UT 84409
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, Tennessee, Vermont, Virginia, West Virginia, Wisconsin	855-298-1145
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, Tennessee, Vermont, Virginia, West Virginia, Wisconsin	Internal Revenue Service RAIVS Team P.O. Box 145500 Stop 2800 F Cincinnati, OH 45250
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, Tennessee, Vermont, Virginia, West Virginia, Wisconsin	855-800-8015

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

**Line 3.** Enter your current address. If you use a P.O. box, include it on this line.

**Line 4.** Enter the address shown on the last return filed if different from the address entered on line 3.

**Note:** If the addresses on lines 3 and 4 are different and you have not changed your address with the IRS, file Form 8822, Change of Address. For a business address, file Form 8822-B, Change of Address or Responsible Party — Business.

**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. The IRS must receive Form 4506-T within 120 days of the date signed by the taxpayer or it will be rejected. Ensure that all applicable lines are completed before signing.



**You must check the box in the signature area to acknowledge you have the authority to sign and request the information. The form will not be processed and returned to you if the box is unchecked.**

**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. A bona fide shareholder of record owning 1 percent or more of the outstanding stock of the corporation may submit a Form 4506-T but must provide documentation to support the requester's right to receive the information.

**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 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.

**Note:** If you are Heir at law, Next of kin, or Beneficiary you must be able to establish a material interest in the estate or trust.

**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.

**Signature by a representative.** A representative can sign Form 4506-T for a taxpayer only if the taxpayer has specifically delegated this authority to the representative on Form 2848, line 5. The representative must attach Form 2848 showing the delegation to Form 4506-T.

### 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, the District of Columbia, and U.S. commonwealths and possessions 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:

Internal Revenue Service  
Tax Forms and Publications Division  
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.

### Frequently Asked Questions

**Will it cost money to get help?** There should never be a fee from your lender or qualified counselor to obtain assistance or information about foreclosure prevention options. However, foreclosure prevention has become a target for scam artists. Be wary of companies or individuals offering to help you for a fee, and never send a mortgage payment to any company other than the one listed on your monthly mortgage statement or one designated to receive your payments under a state assistance program.

**What is foreclosure?** Forfeiture of your home through a legal process where your mortgage company repossesses the property and you will have to move. This process may involve an eviction, you may remain liable for your first lien mortgage debt, and it may be as long as seven years before you are eligible for another Fannie Mae loan.

**Will the foreclosure process begin if I do not respond to my Lender's notices regarding missed payments?**

If you do not respond to your lender's notices to you regarding past due payments, your lender may refer your loan to foreclosure in accordance with your mortgage loan documents and applicable law.

**Should I still contact my Lender if I have waited too long and my property has been referred to an attorney for foreclosure?** Yes, the sooner the better!

**What if my property is scheduled for a foreclosure sale in the future?** If your lender received a complete Uniform Borrower Assistance Form and the supporting documents it requires with only 37 or fewer calendar days before a scheduled foreclosure sale, there is no guarantee it can evaluate you for a foreclosure alternative in time to stop the foreclosure sale. Even if the lender is able to approve you for a foreclosure alternative prior to a sale, a court with jurisdiction over the foreclosure proceeding (if any) or any public official charged with carrying out the sale may not halt the scheduled sale.

**Will my property be sold at a foreclosure sale if I accept a foreclosure alternative?** No. The property will not be sold at a foreclosure sale if you accept an offer for an alternative to foreclosure and comply with all requirements.

### Beware of Foreclosure Rescue Scams!

Scam artists have stolen millions of dollars from distressed homeowners by promising relief from foreclosure, or demanding cash for counseling services when HUD-approved counseling agencies provide the same services for free. If you receive an offer, information, or advice that sounds too good to be true, it probably is. Don't let them take advantage of you, your situation, your house, or your money. **Remember, help is free.**

**How to Spot a Scam** - Beware of a Company or Person who:

- Asks for a fee in advance to work with your lender to modify, refinance, or reinstate your mortgage
- Guarantees they can stop a foreclosure or get your loan modified.
- Advises you to stop paying your mortgage company and pay them instead.
- Pressures you to sign over the deed to your home or sign any paperwork that you haven't had a chance to read, and you don't fully understand.
- Claims to offer "government approved" or "official government" loan modifications.
- Asks you to release personal financial information online or over the phone and you have not been working with this person and/or do not know them.

**How to Report a Scam** - Do one of the following:

- Go to [www.preventloanscams.org](http://www.preventloanscams.org) and fill out the Loan Modification Scam Prevention Network's complaint form online and get more information on how to fight back. Note: you can also fill out this form and send to the fax number/email/address (your choice!) on the back of the form.
- Call 1-888-995-Hope (4673) and tell the counselor about your situation and that you believe you got scammed or know of a scam.

**Information on Avoiding Foreclosure**

*For your information only. Do not return to your housing counselor.*

**Mortgage programs are available to help.**

There are a variety of programs available to help you resolve your delinquency and keep your home. You may be eligible to refinance or modify your mortgage to make your payments and terms more manageable, for instance, lowering your monthly payment to make it more affordable. Or you may qualify for a temporary (or permanent) solution to help you get your finances back on track. Depending on your circumstances, staying in your home may not be possible. However, a short sale or deed-in-lieu of foreclosure may be a better choice than foreclosure - see the table below for more information.

Option	Overview	Benefit
Refinance	Receive a new loan with lower interest rate or other favorable terms	Makes your payment or terms more affordable
Reinstatement	Pay the total amount you owe, in a lump sum payment and by a specific date. This may follow a forbearance plan as described below.	Allows you to avoid foreclosure by bringing your mortgage current if you can show you have funds that will become available at a specific date in the future
Repayment Plan	Pay back your past-due payments together with your regular payments over an extended period of time	Allows you time to catch up on late payments without having to come up with a lump sum
Forbearance Plan	Make reduced mortgage payments or no mortgage payments for a specific period of time	Have time to improve your financial situation and get back on your feet
Modification	Receive modified terms of your mortgage to make it more affordable or manageable after successfully making the reduced payment during a "trial period" (i.e., completing a three or four month trial period plan)	Permanently modifies your mortgage so that your payments or terms are more manageable as a permanent solution to a long-term or permanent hardship.
Short Sale	Sell your home and pay off a portion of your mortgage balance when you owe more on the home than it is worth.	Allows you to transition out of your home without going through foreclosure. In some cases relocation assistance may be available.
Deed-in-Lieu of Foreclosure	Transfer the ownership of your property to us	Allows you to transition out of your home without going through foreclosure. In some cases relocation assistance may be available. This is useful when there are no other liens on your property.

**We want to help.**

Take action and gain peace of mind and control of your situation. Please call us if you have questions or need assistance in better understanding and completing the necessary documents.