

Tax Return Verification How To Guide

1. Go to www.datafacts.com, WjW`cb`@C; ß`Uh`hd`f][\`h'



Tax Return Verifications

Close More. Close Faster. Close Easier

Data Facts scrubs all tax return verification requests before sending to the IRS, eliminating **80%** of errors that would cause the the request to be rejected. We understand you have more important things to do.

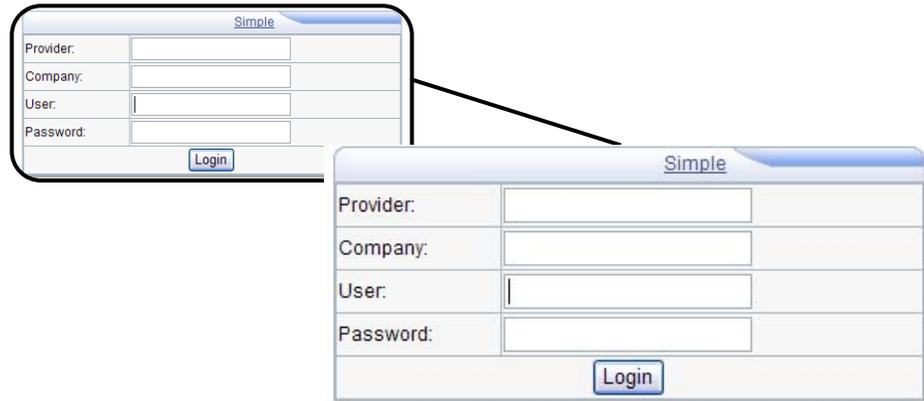
Saving you time and money. [Learn More](#)



2. Click the link that says @9B8-B; `GC@ H-CBGž H< 9B `G< 5FD9F `@9B8-B;



3. The screen below will appear.



4. Enter your user name and password and click Login. The screen below will appear and you need to click on the box on the right hand side that says New Loan.




*Note – If you want to order a tax return verification on a report already in the system, you can click on the Search tab by the inbox tab, enter the reference number, and then pull up an existing report to request a tax return verification.

5. Click on the last icon on the next screen that says TRV.



6. The following screen will appear. Tax Return Verification is the only option under service provider. You can choose to order a personal Tax Return or a Business Tax Return. Choose the one you want and then fill in all boxes with the correct information.

Services Summary
Loan Details
Order TRV

Loan Information

Reference Number:	Loan Number:	Borrower:	Property Address:	Loan Status: Active
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<p>Service Provider</p> <div style="border: 1px solid #ccc; padding: 2px;"> Tax Return Verification </div>	<p>Select Product</p> <div style="border: 1px solid #ccc; padding: 2px;"> TRV <div style="border: 1px solid #0070c0; padding: 2px; margin-top: 2px;"> TRV Business TRV </div> </div>
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Loan Information

Borrower Information

First Name*	Last Name*	SSN*
<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>

CoBorrower Information

First Name	Last Name	SSN
<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>

Business Information

Name	Tax ID
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>

Tax Return Verification Information

[Add New TRV](#) *

Loan Number	Notification Email Address
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>

Service Instructions

Service Provider Instructions

- Be sure to click the link at the bottom: Add New TRV. The following box will appear. Choose which form you would like to add, along with the years and if you want the Borrower, Co-Borrower, Joint or Business. Then Click the Browse button to upload your document. Enter a description if you need to tell us an specific instructions, then click Save.

Add Tax Return Verification Information

Form* <div style="border: 1px solid black; padding: 2px; margin-bottom: 5px;"> ▼ </div> <div style="border: 1px solid black; padding: 2px;"> 1040 W-2 1099 1065 1120 940 941 706 </div>	Years <input type="checkbox"/> 2010 <input type="checkbox"/> 2009 <input type="checkbox"/> 2008 <input type="checkbox"/> 2007 <input type="checkbox"/> 2006	Applicant <input checked="" type="radio"/> Borrower <input type="radio"/> CoBorrower <input type="radio"/> Joint <input type="radio"/> Business
<input type="text" value="Attachment Description:"/>		<input type="button" value="Browse..."/>
<input type="button" value="Save"/> <input type="button" value="Cancel"/>		

- After you click Save, your information appears on the screen. You can then add additional TRV requests, as many as you would like. Once you have added all that you need, click Order.

Business Information

Name <input type="text"/>	Tax ID <input type="text"/>
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Tax Return Verification Information

Form	Years	Applicant	Attachment
1040 ▼ *	<input checked="" type="checkbox"/> 2010 <input checked="" type="checkbox"/> 2009 <input type="checkbox"/> 2008 <input type="checkbox"/> 2007 <input type="checkbox"/> 2006	<input checked="" type="radio"/> Borrower <input type="radio"/> CoBorrower <input type="radio"/> Joint <input type="radio"/> Business	Remove

[Add New TRV](#)

Loan Number <input type="text"/>	Notification Email Address <input type="text"/>
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Service Instructions

Service Provider Instructions

9. The following screen will appear. This confirms that your request has been sent. You will receive an email notifying you that your order has been submitted with a link to check the status of the verification.

Services Summary	Loan Details	TRV Results					
Loan Information							
Reference Number:	Loan Number:	Borrower:	Property Address:	Loan Status:			
0332-10101400179		Test File, 123-45-6789		Active			
Create Secondary Loan							
TRV							
Status:	Service Provider: Tax Return Verification	Ordered: 10/14/2010 3:07:31 PM	Vendor Refnum:				
Waiting	Product: TRV (\$0.00)	Returned:	131				
Status Descriptions: 10/14/2010 3:07:32 PM Your order has been sent.							
Order Additional Products							

10. The email notification will look like this.

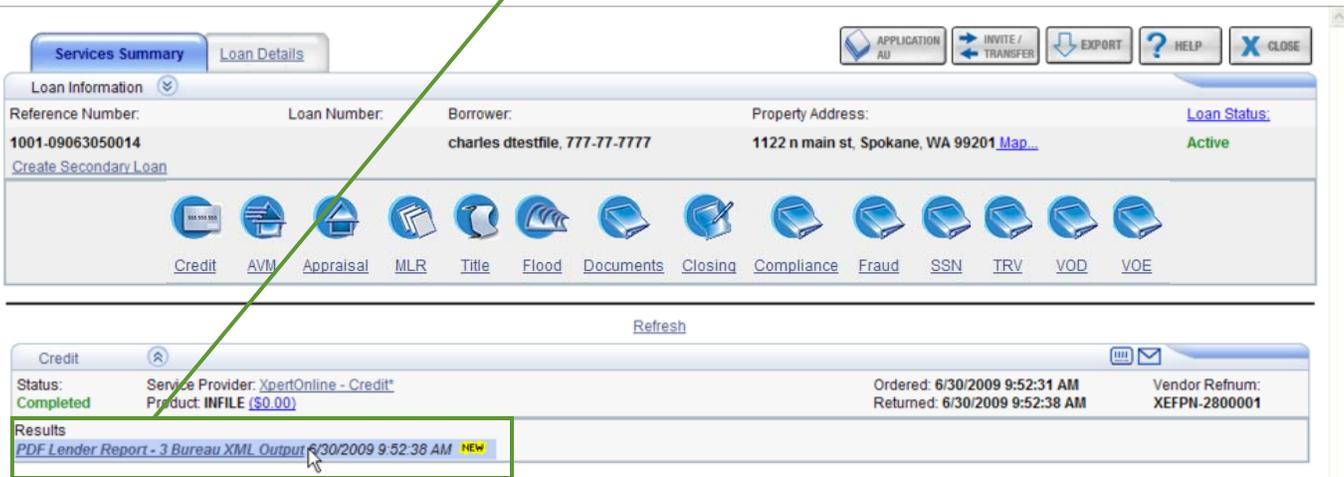
*Please note: For you to receive this email, you must enter your email address into the order screen.

	DATA FACTS SM Information You Trust	Order Updated
Current Status		
Thank You for your order		
Tax Details		
Applicant Name:	charles dtestfile	
Property Address:	1122 n main, Spokane, WA 99203	
Reference Number:	1001-09070900006	
Product:	Tax 4506	
Results:	Completed 4506 4506	
Status History:	7/9/2009 1:28 PM (CT)	Thanks for your order. Order Completed by Data Facts Tax Service.
	7/9/2009 4:26 PM (CT)	Your request has been sent. When a response is received, it will appear on the Services Summary Screen.
To find out the current status of pending orders, login to your account by clicking here .		
Thank you for your business!		

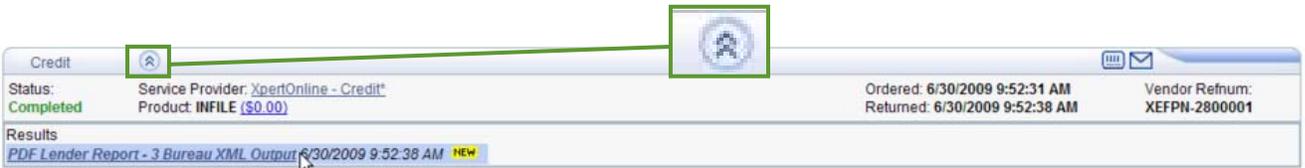
DO NOT reply to this email. Email tax@datafacts.com if you have any questions.

11. You will receive another email notification that looks similar to the one above when your verification is complete. You can then click a link inside the email to go online and view the finished report. For anyone who orders supplements online, this email will look similar to what you receive when your supplements are completed.

12. When you click the link at the bottom of the email, you will be routed back to the login page. Once logged in, you will see a notice if your tax return verification is available.



*Please Note: If you get to this screen and you do not see results listed under the completed status, please click the button seen here to view your results.



13. The lender report will open up into a PDF document that looks similar to the document below:



Internal Revenue Service
United States Department of the Treasury

Request Date: 04-17-2009
Response Date: 04-17-2009
Tracking Number: 100041900237

This Product Contains Sensitive Taxpayer Data

Tax Return Transcript

SSN Provided: 001-01-0011
Tax Period Ending: Dec. 31, 2009

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: 001-01-0011 SPOUSE SSN: 555-55-5555
NAME(S) SHOWN ON RETURN: EDWARD E & CAROLYN T SMITH
ADDRESS: 1122 Main ST
KENMORE, WA 98028-4746-246
FILING STATUS: Married Filing Joint
FORM NUMBER: 1040
CYCLE POSTED: 20083708
RECEIVED DATE: Aug.28, 2008
REMITTANCE: 0.00
EXEMPTION NUMBER: 6
DEPENDENT 1 NAME CTRL: ANTH
DEPENDENT 1 SSN: 555-44-2222
DEPENDENT 2 NAME CTRL: EIES
DEPENDENT 2 SSN: 555-33-2222
DEPENDENT 3 NAME CTRL: ANTH
DEPENDENT 3 SSN: 555-22-2222
DEPENDENT 4 NAME CTRL: ANTH
DEPENDENT 4 SSN: 555-11-3222
PREPARER SSN: P00-55-5555
PREPARER EIN: 91-5555555

Income

WAGES, SALARIES, TIPS, ETC:	\$ 34,090.00
TAXABLE INTEREST INCOME: SCH B:	\$ 201.00
TAX-EXEMPT INTEREST:	\$ 132,069.00
ORDINARY DIVIDEND INCOME: SCH B:	\$ 190,925.00
QUALIFIED DIVIDENDS:	\$ 190,925.00
REFUNDS OF STATE/LOCAL TAXES:	\$ 0.00
ALIMONY RECEIVED:	\$ 0.00
BUSINESS INCOME OR LOSS (Schedule C):	\$ 0.00
BUSINESS INCOME OR LOSS: SCH C PER COMPUTER:	\$ 0.00
CAPITAL GAIN OR LOSS: (Schedule D):	\$ 0.00
CAPITAL GAINS OR LOSS: SCH D PER COMPUTER:	\$ 0.00

Please contact Diana Agee at 901-685-7599 for any help with your ordering or any questions you may have.