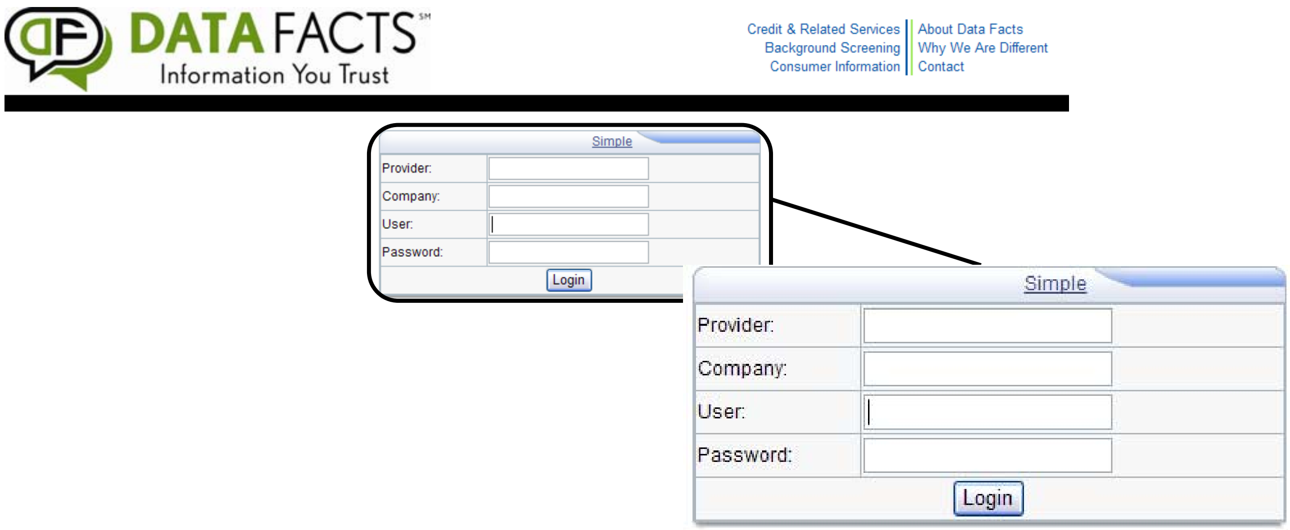
Tax Return Verification How To Guide

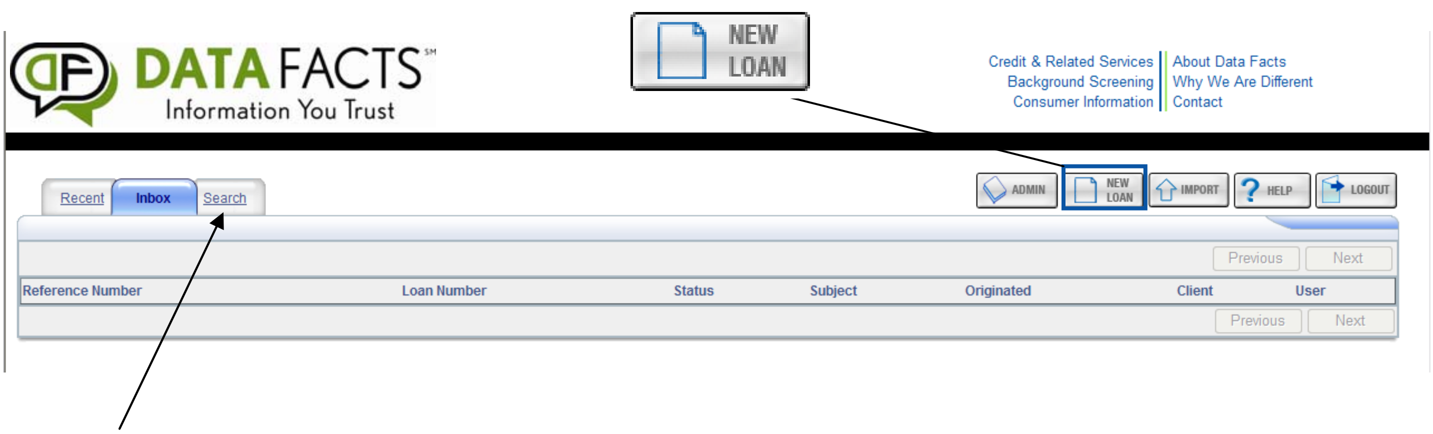
1. Go to www.datafacts.com, click on LOGIN at top right.

2. Click the link that says LENDING SOLUTIONS, THEN SHARPER LENDING

3. The screen below will appear.

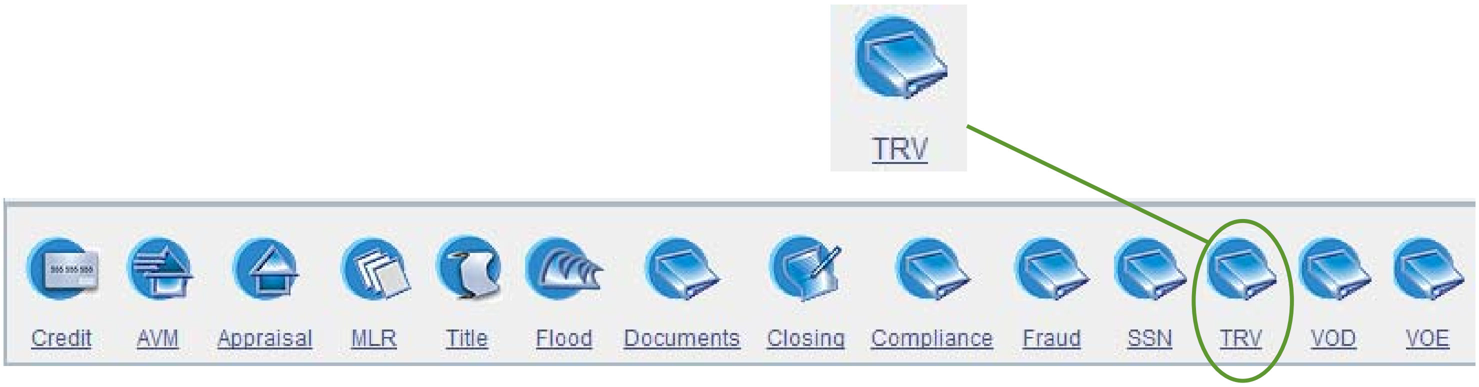


4. Enter your user name and password and click Login. The screen below will appear and you need to click on the box on the right hand side that says New Loan.

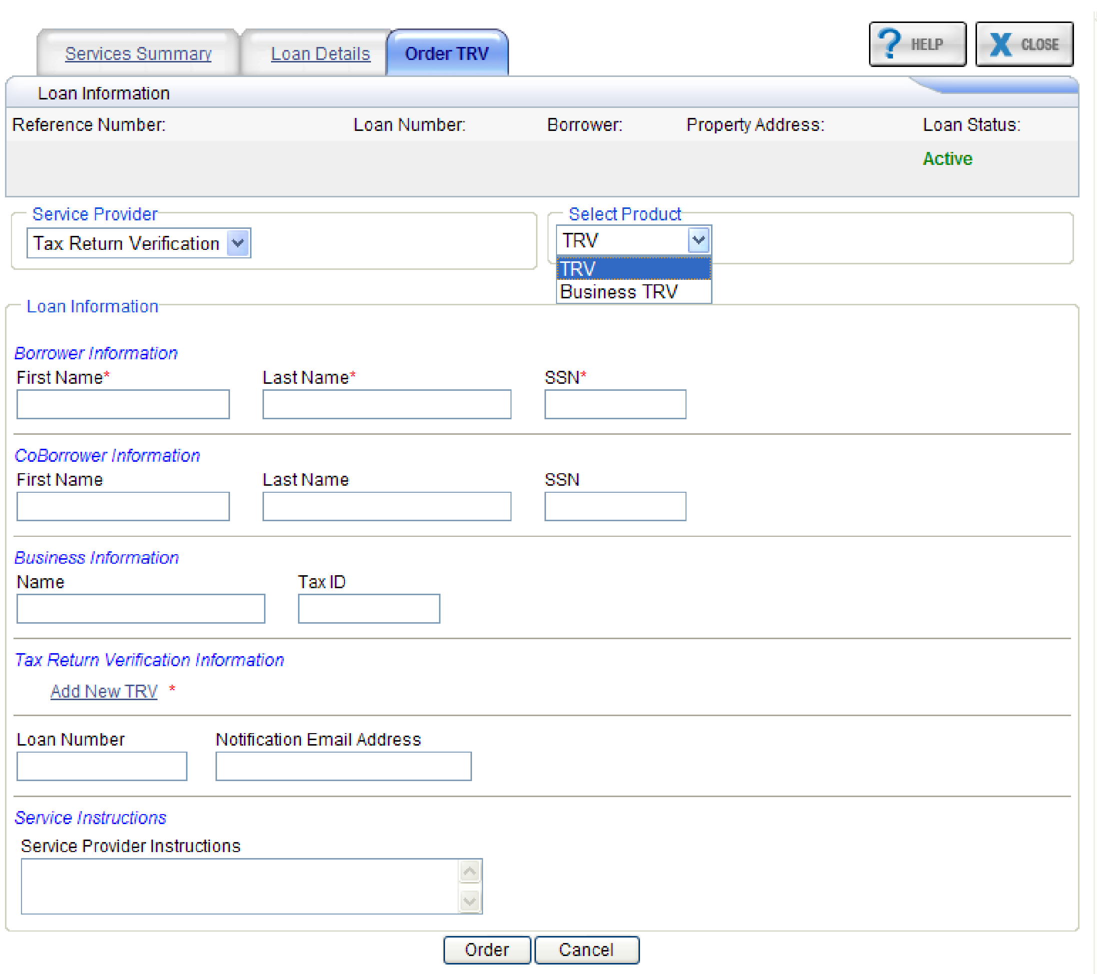


*Note – If you want to order a tax return verification on a report already in the system, you can click on the Search tab by the inbox tab, enter the reference number, and then pull up an existing report to request a tax return verification.

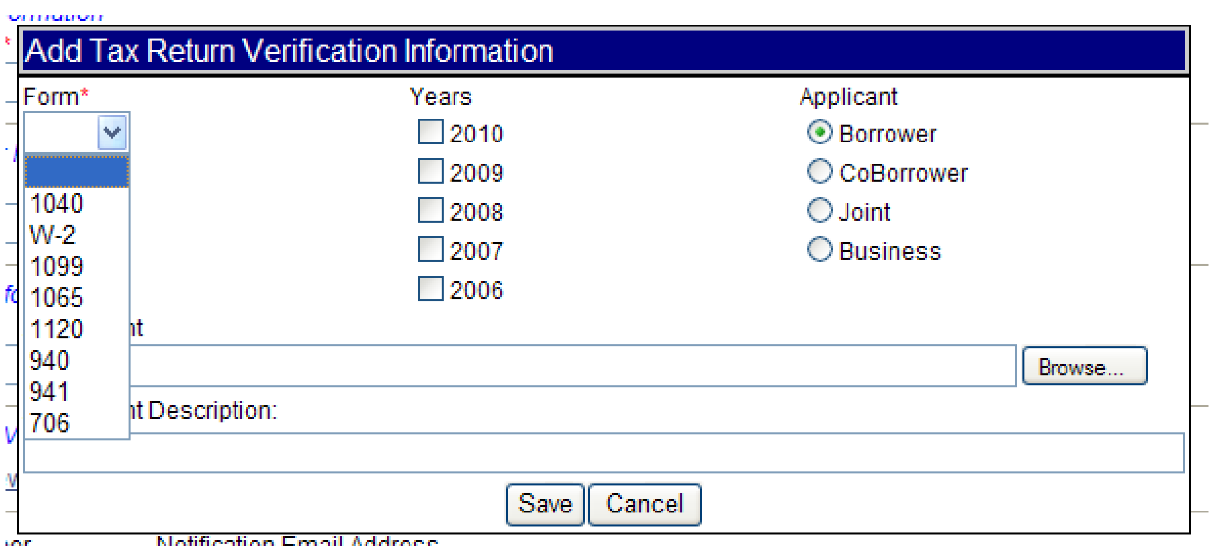
5. Click on the last icon on the next screen that says TRV.



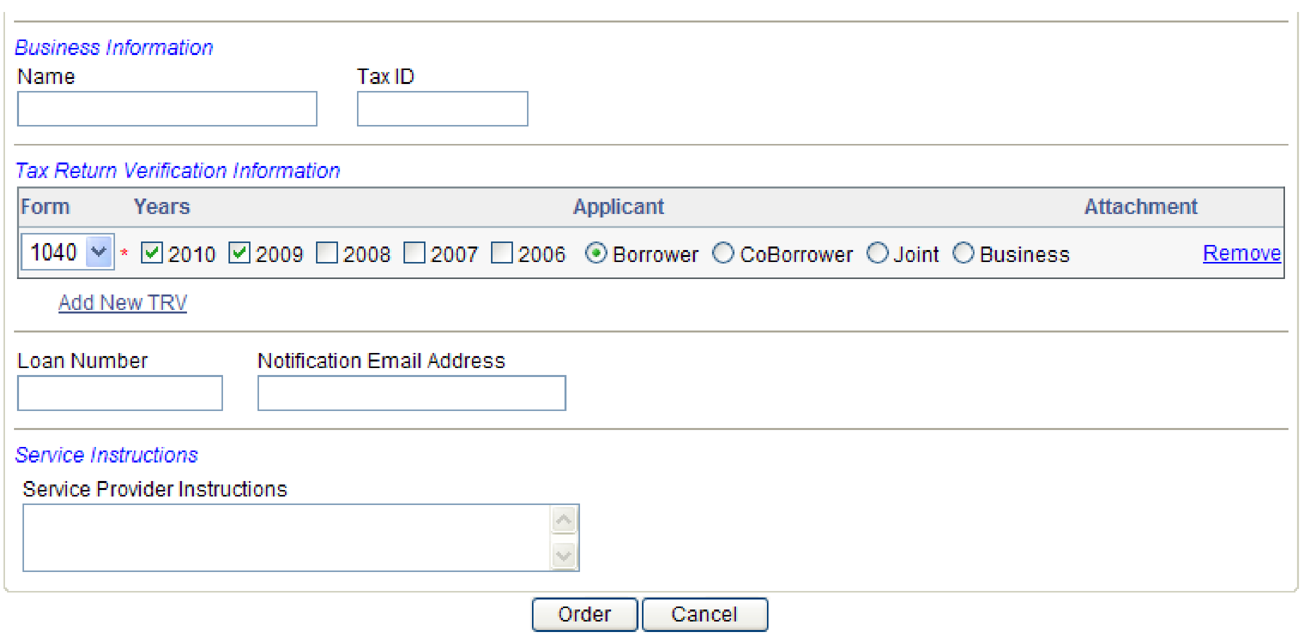
6. The following screen will appear. Tax Return Verification is the only option under service provider. You can choose to order a personal Tax Return or a Business Tax Return. Choose the one you want and then fill in all boxes with the correct information.



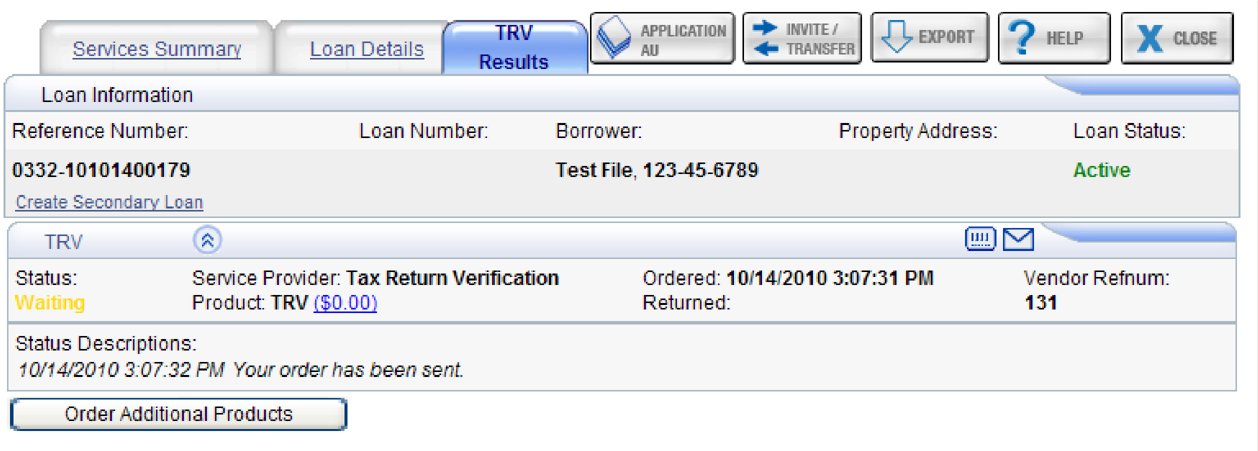
7. Be sure to click the link at the bottom: Add New TRV. The following box will appear. Choose which form you would like to add, along with the years and if you want the Borrower, Co-Borrower, Joint or Business. Then Click the Browse button to upload your document. Enter a description if you need to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



8. 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.

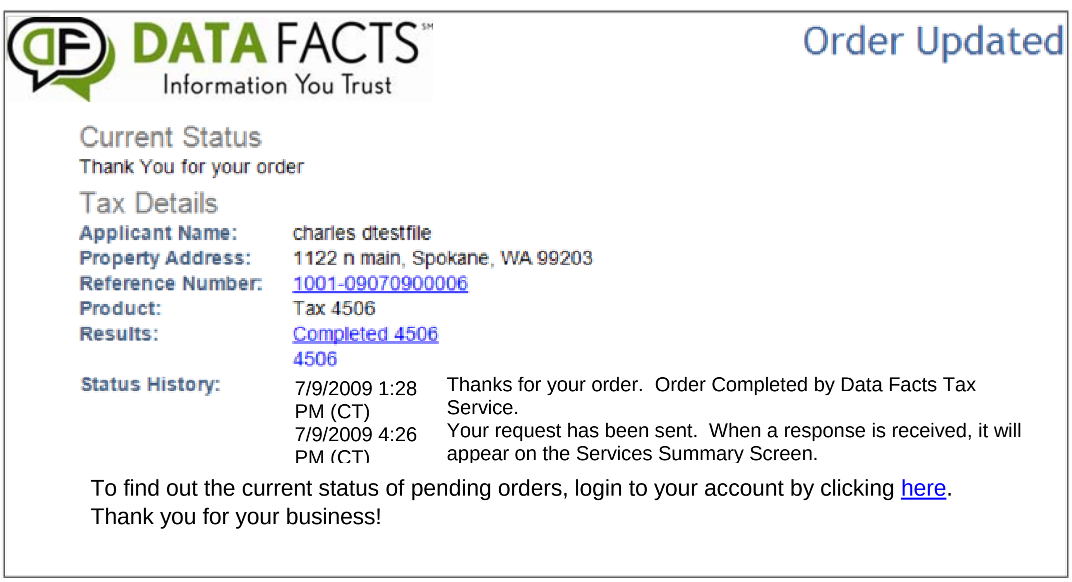


9. The following screen will appear. This confirms that your request has been sent. You will receive an email notifying you that your order has been submitted with a link to check the status of the verification.



10. The email notification will look like this.

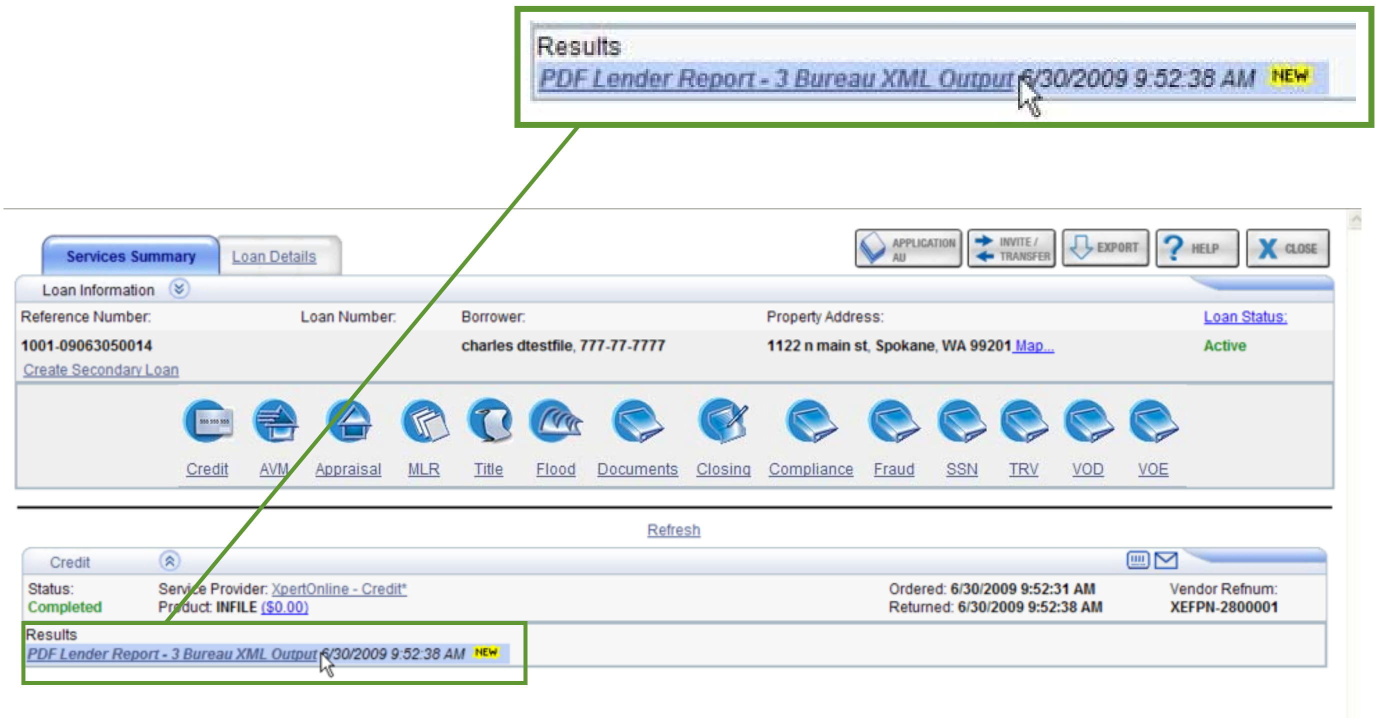
*Please note: For you to receive this email, you must enter your email address into the order screen.



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:

DATA FACTS[SM]
Information You Trust

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 Z & 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:	$ 133,069.00
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.