

HOW TO COMPLETE THE TRV FAX ORDER FORM

Insert your information as noted below....

- Today's Date
- Your TRV Subscriber No. (NCS No.)
- Your Company Name & Address
- Telephone No. of Person Ordering
- Fax No. of Person Ordering

CREDIT BUREAU OF ANYTOWN
FAX ORDER FORM
 (Use this form to order Tax Return Verification (TRV) Reports)

Date: 04/15/2002

NCS No: **123456**
 Company Name: **ANYTOWN LENDER COMPANY**
 Address: 123 Any St.
 Anytown, USA 12345

Person Ordering: **Linda Processor** ← **Name of Person Ordering**
 Telop No.: 123-456-7890
 Fax No.: 123-456-0987
 Email Address: processor@anytownladr.com **1**

Credit Agency: **123654**
 Tel No.: 800-123-4567
 Mary Supervisor

FAX TRV ORDERS TO:
123-456-3456

- The TRV Identification No. of this Agency, plus Agency name, address, telephone number and person to contact regarding TRV matters.
- The Fax Number listed is where this form and other documentation should be faxed when ordering TRV Services.

1 If you enter the Email address for the person ordering, an Email confirmation will be sent to that address when we receive your order. We will also send notification to this same address when the TRV Report has been completed.

INSTRUCTIONS: List below the name of the tax return years you desire (1998, 1999, etc.). Then list the taxpayer's name and the Loan Number (if listed, the Loan Number will be displayed in the TRV Report.) Fax this completed form with the signed IRS Form 4506 for each borrower, as well as page one of the borrower's tax return for each year requested (OPTIONAL). If you provide page one, the lines from the tax returns provided will be displayed on the TRV Report and compared to the data on file at the IRS. Any variations will be highlighted. If you require a copy of the IRS Transcript, please put an "X" in the last column titled "TRANS".

General Instructions

| No. | List Name of Years You Desire on TRV | | | Taxpayer Name | Loan Number | T R A N S |
|-----|--------------------------------------|--------|--------|------------------|-------------|-----------------------|
| | 1st Yr | 2nd Yr | 3rd Yr | | | |
| 1 | 1999 | 2000 | | SMITH, Ronald E. | 1234567890 | ✓ |
| 2 | 1999 | 2000 | | JONES, Henry A. | 1234569877 | ✓ |
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If you desire a copy of the IRS Tax Return Transcript, insert a checkmark in this column.

- List the name of the years for which you desire tax return information on each taxpayer
- List the names of the taxpayers on whom you have attached IRS Forms 4506 with this form and on whom you desire TRV Services.
- List the Loan Number you have assigned to the taxpayer if you desire this number to be quoted back on the TRV Report and on your billing statement.

If you desire the TRV Report to do a comparison of the information provided by your borrower to the information on file at the IRS as well as an identification of any variations between the two, please include a copy of the first page of the tax-return for each year requested.

THIS FORM IS AVAILABLE ON OUR WEBSITE AND MAY BE COMPLETED ON SCREEN AND PRINTED TO BE INCLUDED WITH THE IRS FORM 4506.