

TRV[®] – Tax Return Verification

How to order, retrieve & check the status of TRV[®] Services

On May 1st, 2007, an entirely new TRV Website will be introduced for the exclusive use of registered TRV Subscribers. The following pages contain instructions on retrieving TRV orders made prior to May 1st along with registration procedures to gain access to the new site.

How to check the status & retrieve your reports:

1st time registration (If you are a registered user, skip to page 2)

To retrieve orders completed on or prior to April 30th, 2007.

1. Access the TRV Login page as shown in Figure 1. Enter your login information into the appropriate fields at the top of the page. You'll be granted access to the legacy TRV Website.
(Legacy website – the website TRV Subscribers used prior to May 1st)

To place new TRV orders or retrieve orders completed on or after May 1st, 2007.

1. Access the TRV Login page as shown in Figure 1 and click the large grey button at the bottom of the page.



Fig 1

2. Enter your 6 digit login and password and click "Login" or press "Enter" on your keyboard (Figure 2).

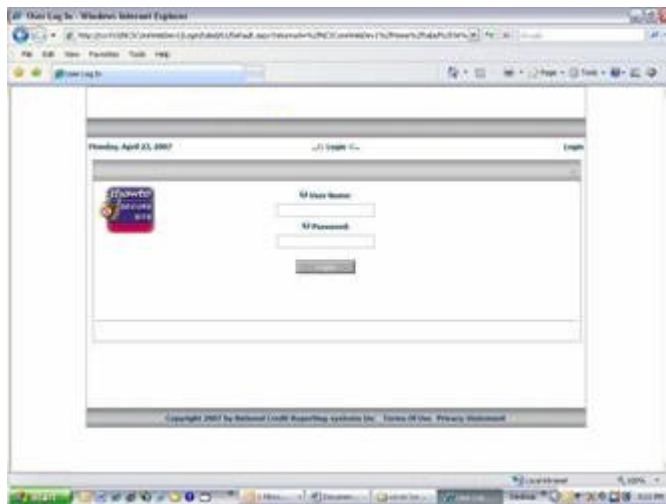


Fig 2

3. The next screen, as shown in Figure 3, is the Registration page. Subscribers will create their own unique passwords, and provide their e-mail addresses for use as their new login code to the TRV Website.

4. After clicking "Register" on the Registration page, the page displayed in Figure 4 will provide the opportunity to make corrections to registration information. Click "Home" and proceed to page 2, step 2 of this tutorial.

Fig 3



Fig 4



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How to order a TRV Service – registered users

1. Access the TRV Login page and enter your login & password (Fig. 1 on page 1).

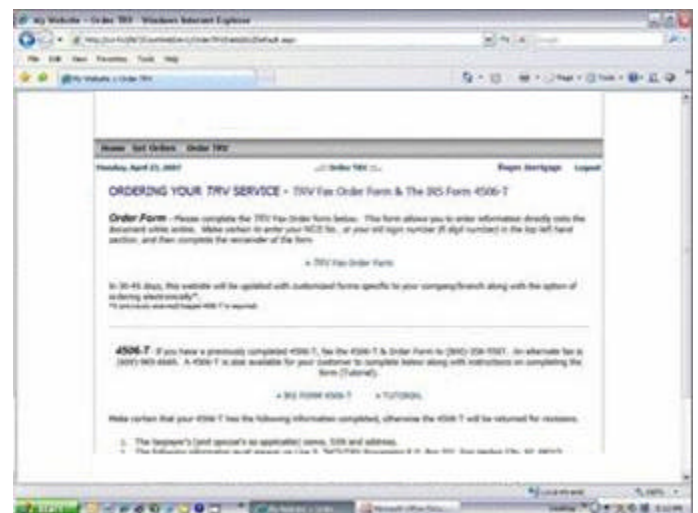


Fig 5

2. The site will open the "Home Page" as shown in Figure 5. This page displays pertinent messages concerning turn-time, IRS Holidays, along with tutorials on completing forms. Click "Order TRV".
3. The webpage displayed in Figure 6 will appear containing information on the various products within the TRV Services product line along with information on the two forms needed to order a TRV Service, the "TRV Fax Order Form" & the "IRS Form 4506-T".

4. The webpage in Figure 6 has information on completing both the "TRV Fax Order Form" & the "IRS Form 4506-T". Detailed instructions on completing the 4506-T are available by clicking the "Tutorial" link on the webpage.

Fig 6



5. To complete the transaction, fax the completed forms to TRV Processing at (800)-358-5597 or (609)-965-6660. Once your order has been placed within the TRV System, an automatically generated e-mail will be forwarded to you confirming receipt of your order.

6. Please make certain that all fields of the 4506-T are completed correctly by the taxpayer. If the form is non-compliant per the IRS's standards, TRV Processing must return the 4506-T to you for revisions.
7. Within 30-45 days from May 1st, 2007, Subscribers will have the opportunity to electronically submit their TRV orders provided they have a previously imaged 4506-T to upload through the TRV Website. For further information on this efficient ordering method, contact your TRV Representative.

