

## 4506-T Request for Transcript of Tax Return Instructions Guide

To assist the borrower in completing the 4506-T form properly, please refer to the line item descriptions for easy reference.

Line Item Number	Description						
1a/b	<b>Required line item:</b> Borrowers name and social security number or employee identification number						
2 a/b	<b>Required line item</b> If joint tax return was filed						
3	<b>Required line item:</b> Borrowers address, city, state and zip code.						
4	<b>Required if applicable-</b> Previous Address						
5	<b>Required line item-</b> Provide borrower with Access Group Loan Servicing -PO Box 7450 Wilmington DE 19803-7450						
6 a/b/c	<table border="1"> <tbody> <tr> <td>6a</td> <td> <ul style="list-style-type: none"> <li>• <b>Required line item</b> if a tax return was filed <b>or</b> place N/A on the line.</li> <li>• Enter only <b>one</b> tax form number per request and <b>box</b> must be checked.</li> </ul> </td> </tr> <tr> <td>6b</td> <td>Do not need to complete</td> </tr> <tr> <td>6c</td> <td>Do not need to complete</td> </tr> </tbody> </table>	6a	<ul style="list-style-type: none"> <li>• <b>Required line item</b> if a tax return was filed <b>or</b> place N/A on the line.</li> <li>• Enter only <b>one</b> tax form number per request and <b>box</b> must be checked.</li> </ul>	6b	Do not need to complete	6c	Do not need to complete
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6b	Do not need to complete						
6c	Do not need to complete						
7	Box should be checked if the borrower <b>DID NOT</b> file a tax return and line 6a is left blank or N/A.						
8	Do not need to complete						
9	<b>Required line item-</b> . If more than <b>four years or periods</b> , the borrower must attach another 4506-T form.						

### Important:

- The 4506-T form **MUST** be signed and dated.
- If tax return was filed electronically a signature and date is still required.