



## **ARC Confidential - October 2015**

### **IRS changes 4506T form**

Please be advised that the IRS has updated their 4506T form and is requiring all users to start utilizing the new form asap. They have indicated a deadline of March 2016 for the new form to be in effect. In the past the IRS has relaxed deadlines, but there are no guarantees they will do so.

### **Minimize IRS rejections**

We submit your request directly to the IRS. We also review the 4506T forms to identify any potential discrepancies. Starting March 2016 the IRS will be rejecting requests that are not submitted on the revised form and if the attestation box above the signature line is not checked. Clients now must use the new Request for Transcript of Tax Return form dated September 2015.

### **How ARC can help. Ordering from us is easy.**

1. Request a TRV from our website.  
Click [here](#) to login. If you do not have a login and password to order TRV online, contact our customer service department or email [trv@arcreports.com](mailto:trv@arcreports.com).
2. Critical Step: Upload the signed completed 4506T forms. Determine how many years and what type of IRS transcriptions you need to order.

3. Click here to see a completed sample of the 4506T. We have highlighted the main areas of concern that will generate a discrepancy.
4. 24-48 Hour Delivery. Delivery of your order will be made through a secure website.

### **What should client do now to prepare?**

Forward this notice to your IT departments if your 4506T form is pre-populated from your mortgage software.

- ❖ You can view/download the new, blank form by clicking here
- ❖ You can view/download the new form with ARC already stamped by clicking here
- ❖ You can view/download an example of the new form filled out by clicking here

*For more information or pricing on our Tax Return Verification service please contact your account executive or [sales@arcreports.com](mailto:sales@arcreports.com)*