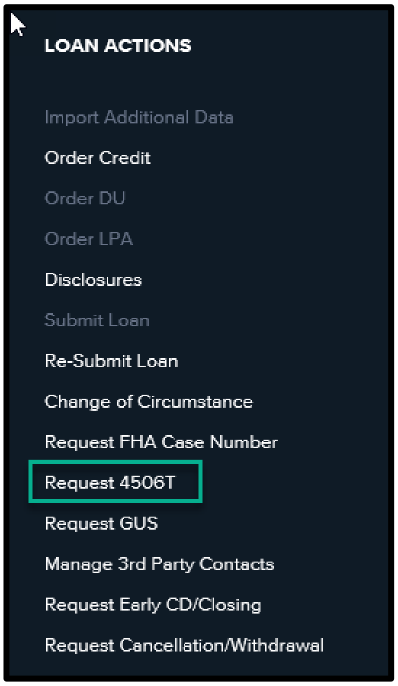
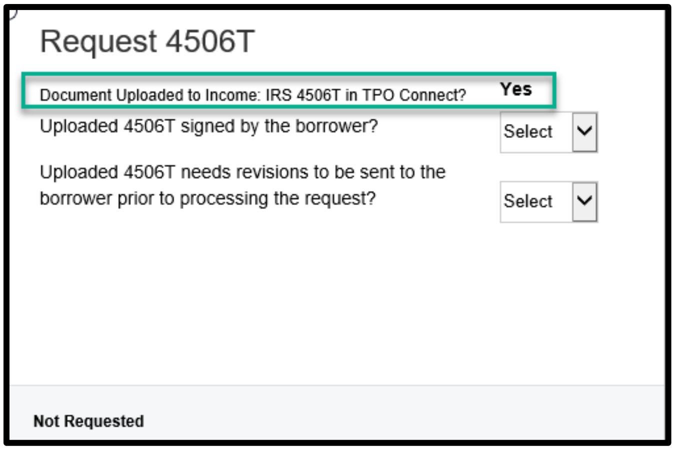
HOW TO: Request Tax Transcripts

Step 1: Access your loan in TPO Connect and click on Request 4506T under Loan Actions.



Step 2: Once you have uploaded the completed 4506T document, you will receive a Yes next to document uploaded.

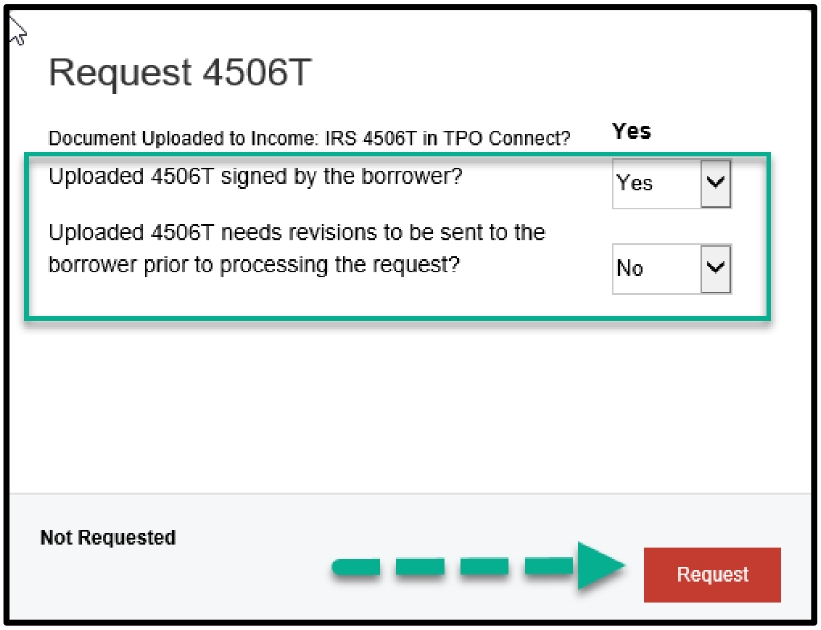
NOTE: Upon submission of your file in TPO Connect, the 4506T will be sorted into the document placeholder "**Income: IRS 4506T**" which will update the "**Yes"** for the "Document uploaded to Income: IRS 4506T in TPO Connect?"



Step 3: Answer both questions using the drop-down and hit Request.

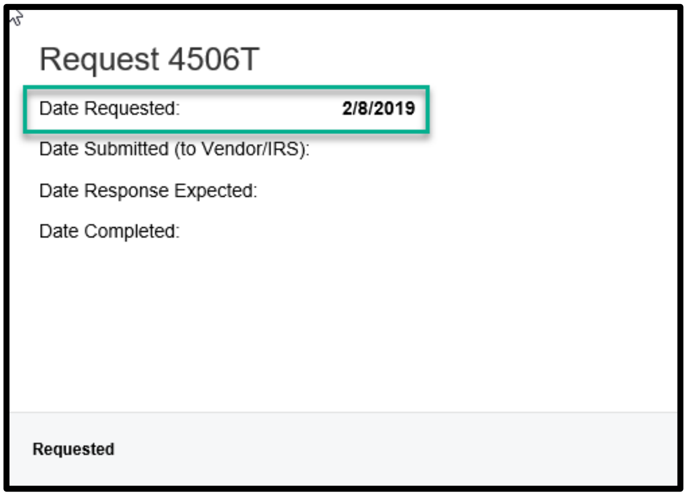
- Is the document signed by the borrower?
- Are any revsions needed prior to the request? (Double check the addresses on the form.)

NOTE: Once both questions are answered the Request button will appear.

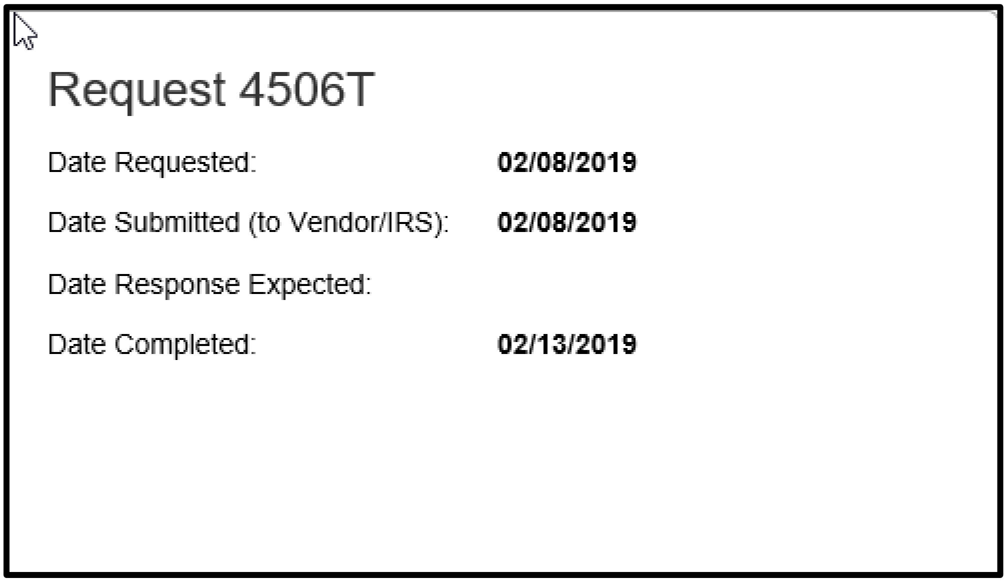


Step 4: After you hit the Request button, the information will be pushed to our Sales Support team to complete.

- A date will also appear next to Date Requested.



Step 5: Once the request has been submitted to the IRS and returned/completed – those dates will populate as well.



If you have questions, please contact salessupport@townemortgage.com