

VENTURA VILLAGE NRP APPLICATION

Please submit the following documents:

- Application Form (attached)
- Government Monitoring Addendum (attached)
- Data Privacy Act Statement (attached)
- Authorization to Release (attached)
- Subordination Disclosure (attached)
- IRS Form 4506-T (attached)
- Copy of a current photo ID for all applicants
- Copy of 2 most recent paystubs
- Copy of last 2 years Federal Income Tax Returns including W-2's and all schedules
- Copy of your current mortgage statement
- Copy of bid proposals for the work to be performed (2nd bid is required for all projects, contractors must be licensed according to Minneapolis Ordinances or state law)
- Contractor Acknowledgement form (attached) signed by the contractor who will be performing the work

Do not sign any contracts, purchase any sweat equity materials or start your project until a loan closing has taken place. Any project begun before the loan closing will be ineligible.

Please note that there will be no down payments. Funds will be disbursed when projects are complete and permits (if applicable) are closed.

Construction and loan consultants are available to advise and answer questions about the program and your project. For assistance call: (612) 722 – 7141

SUBMIT COMPLETED DOCUMENTS TO:

**HousingResource Center
3749 Cedar Avenue S
Minneapolis, MN 55407
(612) 722-7141**

**VENTURA VILLAGE
Homestead IV Matching Grant
Program Guidelines**

Grant Pool: Approximately \$250,000 will be provided to neighborhood property owners for home improvements.

Program Overview: This program is designed to assist homeowners to address homes and garages with significant maintenance problems and to supplement existing home improvement loans or grant programs available from the City of Minneapolis, MHFA, private lenders and other similar sources. Eligible work shall include repairs, replacement or new construction that will:

1. Improve the exterior of the property
2. Improve handicap accessibility
3. Reduce long-term maintenance and energy costs
4. Improve major structural systems

Income Limit: There will be no income limit for this program

Eligible Properties: Properties must be homesteaded, located in the Ventura Village neighborhood, and contain no more than four dwelling units. Individual owners of condominiums and townhomes are eligible to participate in the Ventura Village Homestead IV Program to finance eligible interior improvements. Townhome and condominium exterior improvements may also be eligible if the owner can document that his/her ownership responsibilities extend to the exterior of the unit to be improved. Condominium, townhouse associations and Cooperative units or associations are not eligible for the program.

Minimum NRP Grant Amount: \$1,000 per property.

Maximum NRP Grant Amount: \$12,000 per property. *Ventura Village is offering matching grants of up to \$10,000 for home improvements to qualified homeowners in the Ventura Village neighborhood. Participants in this matching grant program must own a homesteaded property in the Ventura Village neighborhood that does not exceed four dwelling units. Homeowners who have previously received Homestead I, II or III funds are eligible for a cumulative amount of grant funds not to exceed \$12,000. (For example if the homeowner previously received \$5,500 through Homestead I, II or III, the homeowner can only receive a maximum loan of \$6,500 through Homestead IV.*

Match Ratio: Applicants with an "annual adjusted family income" of equal to or less than 50% of the Minneapolis median income (as determined by the Department of Housing and Urban Development) will not be required to provide a match. To verify an applicant's income, a copy of the applicant household's most recent Federal Income Tax form (or equivalent information) must be provided to GMHC. "Adjusted gross income", as stated on that form, will be the basis for determining the applicant's annual income and the match. Applicants with an "annual adjusted family income" of more than 50.01% of the Minneapolis median income will be required to match the NRP funds on a 1-to-1 ratio.

Income for Determining Match Ratio:

<u>Family Size</u>	<u>50% of Median Family Income*</u>
1	\$28,850
2	\$32,950
3	\$37,050
4	\$41,150
5	\$44,450
6	\$47,750
7	\$51,050
8+	\$54,350

*Adjusted annually to comply with HUD income limits.

Eligible Improvements: These grants can be used to finance exterior and/or interior rehabilitation of a home and/or an existing garage or repair/replacement of major structural systems. Eligible projects shall include, but not be limited to:

Exterior Improvements

- Painting: siding, garages, trim on home and/or garage
- Structural and foundation problems on home and/or garage
- Stucco: repair or replace existing or install new on home and/or garage
- Siding: repair or replace existing or install new on home and/or garage
- Doors: repair or replace existing or install new on home and/or garage
- Roof: repair or replace existing or install new on home and/or garage
- Decks/Porches: repair or replace existing or install new
- Windows/Skylights: repair or replace existing or install new
- Sidewalks: repair or replace existing or install new
- Driveways: repair or replace existing or install new
- Fences: repair or replace existing or install new
- Garages: repair or replace existing (including cost to demolish, but garage must be replaced)
- Retaining Walls: repair or replace existing or install new
- Permanent Landscaping/Tree removal (up to 20% of the NRP grant)
- Handicapped Accessibility Improvements: repair, replace or install new

Interior Improvements

- Heating: repair or replace existing or install new
- Plumbing: repair or replace existing or install new
- Electrical: repair or replace existing or install new
- Structural/Foundation: repair or replace existing or install new
- Energy Efficiency: repair or replace existing or install new
- Insulation: repair or replace existing or install new
- Sewer or water lines: repair or replace existing or install new
- Other code required improvements if cited by the City of MPLS

Ineligible Improvements: recreation or luxury projects (pools, lawn sprinkler systems, playground equipment, saunas, whirlpools, dog kennels, etc.), room additions or expansions, construction of a new garage, furniture, appliances, funds for working capital, debt service or refinancing existing debts. The decision of GMHC on eligible improvements shall be final.

Underwriting Decisions: The applicant for the grant funds must be current on mortgage payments and real estate tax payments for the property. GMHC will determine applicant eligibility for the program based on the criteria stated in these Guidelines. The decision of GMHC shall be final.

Work by Owner: Work can be performed on a "sweat equity" basis. Grant funds cannot be used to compensate for labor, only for materials. Grant funds cannot be used for the purchase or rental of tools or equipment. Materials must be purchased and installed prior to the disbursement of the grant proceeds. When applicable, a signed City Inspections Department permit must be obtained by the grantee.

Homeowners shall be permitted to hire non-licensed workers to perform certain work. (see attachment #1).

OTHER GENERAL CONDITIONS AND PROCEDURES

1. **Initial applications for funds will be submitted to GMHC.** GMHC will accept applications for the program and process them on a first-come, first-served basis starting October 12, 2006.
2. **Detailed applications** (including the following) must be submitted to GMHC after the random drawing has been completed:
 - a. A completed application form, including a description of the proposed work items and (if available) a cost estimate for that work.
 - b. A copy of the applicant household's most recent Federal Income Tax form.
 - c. A signed "Data Privacy Act Statement and Consent Form" (provided by GMHC).
 - d. A statement from the mortgage company regarding status of mortgage payments
3. **Rehabilitation Consulting:** After the drawing and once the application has been filed with GMHC, consultants from GMHC will be available to the grantees to provide advice on proposed work, assist with the bidding process, and help select the successful bidder(s). Two bids are required for projects for which at least \$5,000 of NRP funds will be spent.
4. **Match:** The grantee must provide evidence of the availability of the "match" funds at the grant closing. These funds, however, will remain in the custody of the grantee. Once work is completed, the owner must provide payment(s) to the contractor(s) from the owner's funds. NRP funds will then be paid to the contractor(s) once GMHC has been provided with proof of the owner's payment(s).
5. **Contractors/Permits:** Contractors contracting for work must be properly licensed by the City of Minneapolis (when required). Permits must be obtained when required by City ordinance.
6. **Total Project Cost:** It is the grantee's responsibility to obtain the amount of funds necessary to finance the entire cost of the work. If the final cost exceeds the grant amount, the grantee must obtain the additional funds.
7. **Grant Costs:** Grant origination fees will be paid by the NRP budget for this program.

8. **Application Timing:** Applicants have 30 days to respond to the application materials, 120 calendar days to close on the grant unless there are circumstances beyond the control of the owner (which will be determined by GMHC), and 180 calendar days from the grant closing to complete the work.
9. **Work Completion:** Weather permitting, all work items must be completed within 180 days of the grant closing. However, when warranted GMHC may authorize extensions on a case by case basis.
10. **Disbursement Process:**
 - a. At the grant closing, the grantee will sign a "participation agreement" which will summarize the conditions of the program, the amount and sources of financing for the project, and the disbursement procedures outlined above
 - b. Payment to the contractor (or owner) will be made after completion of the work. An inspection will be performed by the City (if a permit was required) and GMHC to verify the completion of the work.
 - c. The following items must be received by GMHC before the funds can be released:
 - 1.) final, original invoice from contractor (or materials list from supplier);
 - 2.) completion certificate(s) signed by the borrower and the contractor;
 - 3.) copies of all required city permits (also indicating final inspection by City);
 - 4.) final inspection (verification) by GMHC;
 - 5.) (if applicable) evidence that the owner's funds have been paid to the contractor(s);
and
 - 6.) lien waiver(s).

Items 1. through 5. must be provided to GMHC to begin the preparation of the check(s). Item 6. (lien waiver) must be provided before the funds will be released to the contractor(s).

NOTE: NRP funds will not be released to pay for the demolition of a garage until the new (replacement) garage construction has been completed.

11. **Program Timeline:**

Final Program Guidelines and Scope of Services approved	Oct. 11, 2006
Program Marketing begins	Oct. 12, 2006
GMHC begins accepting applications	Oct. 12, 2006

VENTURA VILLAGE NRP APPLICATION

Program: _____

Home Improvement Home Purchase

BORROWER INFORMATION

Applicant Name: _____ Soc. Sec. # ____-____-____ D.O.B. ____/____/____

Marital Status: Married Unmarried Separated

Home Phone: _____ Alternate Phone: _____ Email: _____

Co-Applicant Name: _____ Soc. Sec. # ____-____-____ D.O.B. ____/____/____

Marital Status: Married Unmarried Separated

Home Phone: _____ Alternate Phone: _____ Email: _____

Home Address: _____

City: _____ State: _____ Zip Code: _____

Number of Residents: 18 and older ____ under 18 ____

PROPERTY INFORMATION

Address to be improved/purchased: _____

Property Type (check one): Single family Duplex Triplex
 Fourplex Condo Townhome

Owner -Occupied? Yes No

I/We have outstanding code violations from the City of Minneapolis Inspections Department. Yes No

CREDIT INFORMATION

CREDIT HISTORY: These questions apply to all applicants. If you answer "yes", please provide a separate written explanation.

Are there any outstanding judgments or liens against you? Yes No

Have you been declared bankrupt within the past 36 months? Yes No

Have you had any property foreclosed upon or given title or deed in lieu thereof? Yes No

Are you a co-maker or endorser on a note? Yes No

DEBTS:

To Whom Indebted (Named)	Date Incurred	Original Amount	Present Balance	Monthly Payments	Check If Business Related
Mortgage:					
Contract-for-Deed:					
Auto:					
Student Loans:					
Credit Cards:					

ADDENDUM TO APPLICATION

Ventura Village NRP

Information for Government Monitoring Purposes

The information being requested below is for determining compliance with federal equal credit opportunity, fair housing and home mortgage disclosure law. You are not required to furnish this information, but are encouraged to do so. The law provides that a Lender may not discriminate on the basis of this information, or on whether you choose to furnish the information. If you choose not to furnish this information and you have made the application in person, we are required to note ethnicity, race and sex on the basis of visual observation or surname. Please check below if you choose not to furnish the information.

DATE OF APPLICATION: _____

APPLICANT	CO-APPLICANT
APPLICANT NAME:	CO-APPLICANT NAME:
<input type="checkbox"/> I do not wish to furnish this information	<input type="checkbox"/> I do not wish to furnish this information
ETHNICITY: (select only one) <input type="checkbox"/> Hispanic or Latino <input type="checkbox"/> Not Hispanic or Latino	ETHNICITY: (select only one) <input type="checkbox"/> Hispanic or Latino <input type="checkbox"/> Not Hispanic or Latino
GENDER: <input type="checkbox"/> Female <input type="checkbox"/> Male	GENDER: <input type="checkbox"/> Female <input type="checkbox"/> Male
RACE: (select one or more) <input type="checkbox"/> White <input type="checkbox"/> Black/African American <input type="checkbox"/> Asian <input type="checkbox"/> American Indian/Alaska Native <input type="checkbox"/> Native Hawaiian/Other Pacific Islander <input type="checkbox"/> American Indian/Alaska Native & White <input type="checkbox"/> Asian & White <input type="checkbox"/> Black/African American & White <input type="checkbox"/> American Indian/Alaska Native & Black/African American <input type="checkbox"/> Other Multi Racial	RACE: (select one or more) <input type="checkbox"/> White <input type="checkbox"/> Black/African American <input type="checkbox"/> Asian <input type="checkbox"/> American Indian/Alaska Native <input type="checkbox"/> Native Hawaiian/Other Pacific Islander <input type="checkbox"/> American Indian/Alaska Native & White <input type="checkbox"/> Asian & White <input type="checkbox"/> Black/African American & White <input type="checkbox"/> American Indian/Alaska Native & Black/African American <input type="checkbox"/> Other Multi Racial

APPLICANT SIGNATURE

CO-APPLICANT SIGNATURE

This Section For Lender Use	
Greater Metropolitan Housing Corporation	
Application received by:	mail face-to-face interview telephone
Staff Name:	Date:

THIS FORM MUST BE SIGNED AND RETURNED WITH THE APPLICATION

DATA PRIVACY ACT

In accordance with Minnesota Government Data Practices Act the Greater Metropolitan Housing Corporation (GHMC) is required to inform you of your rights regarding the private data collected from you.

Private data, collected from you or from other organizations authorized by you, is used to determine your eligibility for programs administered by GMHC. The use of private data we collect is limited to that necessary for administering programs and providing our services.

You may refuse to provide the requested information. If you do not provide the requested information, you may not be eligible for specific loans, grants or services.

Unless authorized by state or federal law, other government agencies using the reported private data must also treat the information as private. You may wish to exercise your rights as contained in the Minnesota Government Data Practices Act. These rights include:

- 1) The right to see and obtain copies of the data maintained on you
- 2) The right to be told the contents and meaning of data
- 3) The right to contest the accuracy and completeness of the data

I have read and understand the above information regarding my rights as a subject of government data.

Print Name _____	Print Name _____
Date: _____ Signature _____	Date: _____ Signature _____
Print Name _____	Print Name _____
Date: _____ Signature _____	Date: _____ Signature _____

THIS FORM MUST BE SIGNED AND RETURNED WITH THE APPLICATION

AUTHORIZATION TO RELEASE INFORMATION

I have applied for a loan or grant through the Greater Metropolitan Housing Corporation (GMHC), at the HousingResource Center™. As part of the application process, employees of GMHC may verify information contained in my/our loan or grant application and in other documents required in connection with the loan. This verification process can be conducted either prior to closing or subsequent to closing, and may be performed either by employees of GMHC or by independent third parties, as a part of the origination, processing, underwriting, closing or quality control programs of GMHC.

I authorize you to provide to GMHC and to any investor to whom GMHC may sell my loan, to any servicer or any funder of the program for which I have applied, any and all information and documentation that they request. Such information includes, but is not limited to employment history, income; bank, money market and other financial account balances; credit history; copies of income tax returns and property information.

A copy of this authorization may be accepted as an original.

Your prompt reply is appreciated.

Thank you

Print Name

Social Security Number – last 4 digits

Date

Signature

NOTE: Use a separate form for each individual who is an applicant, guarantor or other individual whose information is considered in the application. Only one person signs each form.

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Date

Signature

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Subordination Disclosure

City of Minneapolis

105 5th Avenue South, Suite 200
Minneapolis, MN 55401

You are receiving or have received a loan from the City of Minneapolis. This loan is being closed in the name of the City of Minneapolis (City). If at some future date, you choose to obtain a new first mortgage or other financing that uses your home as security, there are some facts you should know about your City loan that may guide your decision.

The first fact you should know is that most, if not all, lenders will want their new mortgage to have as high a lien position as possible. If your new financing is a refinance of your current first mortgage, when your first mortgage is paid off, the City's loan along with any other financing automatically moves up in lien position and the new mortgage takes the lowest lien position on the title of your property. The only way for your new mortgage lender to obtain a first lien position is to either pay off the City's lien or request and obtain the City's approval to have its loan subordinated. Subordinated means that the City signs an agreement that says it will let its lien move to a lower lien position behind the new mortgage, which allows your new mortgage to move to a higher lien position.

The City will consider each subordination request subject to the *CITY'S SUBORDINATION POLICY* in effect at the time of the request.

The City will not consider a subordination request if any of the following conditions exist:

- ◆ New financing is an open-ended line-of credit
- ◆ Violation of Owner Occupancy requirement

All loan subordinations should be approved by the City prior to the closing of the new financing. The City reserves the right to refuse any subordination request that does not meet the *CITY'S SUBORDINATION POLICY* in effect at the time of the request, or if the request is determined to not be in the City's best interest.

There is a processing/review fee charged for each subordination request.

Borrower _____

Co-Borrower _____

Date _____

Request for Transcript of Tax Return

▶ Request may be rejected if the form is incomplete or illegible.

Tip. Use Form 4506-T to order a transcript or other return information free of charge. See the product list below. You can quickly request transcripts by using our automated self-help service tools. Please visit us at IRS.gov and click on "Order a Transcript" or call 1-800-908-9946. If you need a copy of your return, use **Form 4506, Request for Copy of Tax Return**. There is a fee to get a copy of your return.

1a Name shown on tax return. If a joint return, enter the name shown first.	1b First social security number on tax return, individual taxpayer identification number, or employer identification number (see instructions)
2a If a joint return, enter spouse's name shown on tax return.	2b Second social security number or individual taxpayer identification number if joint tax return

3 Current name, address (including apt., room, or suite no.), city, state, and ZIP code (See instructions)

4 Previous address shown on the last return filed if different from line 3 (See instructions)

5 If the transcript or tax information is to be mailed to a third party (such as a mortgage company), enter the third party's name, address, and telephone number. The IRS has no control over what the third party does with the tax information.

GMHC Housing Resource Center - South (612) 722-7141
3749 Cedar Avenue S, Minneapolis, MN 55407

Caution. If the transcript is being mailed to a third party, ensure that you have filled in line 6 and line 9 before signing. Sign and date the form once you have filled in these lines. Completing these steps helps to protect your privacy.

6 **Transcript requested.** Enter the tax form number here (1040, 1065, 1120, etc.) and check the appropriate box below. Enter only one tax form number per request. ▶ 1040

a **Return Transcript**, which includes most of the line items of a tax return as filed with the IRS. A tax return transcript does not reflect changes made to the account after the return is processed. Transcripts are only available for the following returns: Form 1040 series, Form 1065, Form 1120, Form 1120A, Form 1120H, Form 1120L, and Form 1120S. Return transcripts are available for the current year and returns processed during the prior 3 processing years. Most requests will be processed within 10 business days

b **Account Transcript**, which contains information on the financial status of the account, such as payments made on the account, penalty assessments, and adjustments made by you or the IRS after the return was filed. Return information is limited to items such as tax liability and estimated tax payments. Account transcripts are available for most returns. Most requests will be processed within 30 calendar days.

c **Record of Account**, which is a combination of line item information and later adjustments to the account. Available for current year and 3 prior tax years. Most requests will be processed within 30 calendar days

7 **Verification of Nonfiling**, which is proof from the IRS that you **did not** file a return for the year. Current year requests are only available after June 15th. There are no availability restrictions on prior year requests. Most requests will be processed within 10 business days

8 **Form W-2, Form 1099 series, Form 1098 series, or Form 5498 series transcript.** The IRS can provide a transcript that includes data from these information returns. State or local information is not included with the Form W-2 information. The IRS may be able to provide this transcript information for up to 10 years. Information for the current year is generally not available until the year after it is filed with the IRS. For example, W-2 information for 2007, filed in 2008, will not be available from the IRS until 2009. If you need W-2 information for retirement purposes, you should contact the Social Security Administration at 1-800-772-1213. Most requests will be processed within 45 days

Caution. If you need a copy of Form W-2 or Form 1099, you should first contact the payer. To get a copy of the Form W-2 or Form 1099 filed with your return, you must use Form 4506 and request a copy of your return, which includes all attachments.

9 **Year or period requested.** Enter the ending date of the year or period, using the mm/dd/yyyy format. If you are requesting more than four years or periods, you must attach another Form 4506-T. For requests relating to quarterly tax returns, such as Form 941, you must enter each quarter or tax period separately.

12/31/2010 12/31/2011

Signature of taxpayer(s). I declare that I am either the taxpayer whose name is shown on line 1a or 2a, or a person authorized to obtain the tax information requested. If the request applies to a joint return, either husband or wife must sign. If signed by a corporate officer, partner, guardian, tax matters partner, executor, receiver, administrator, trustee, or party other than the taxpayer, I certify that I have the authority to execute Form 4506-T on behalf of the taxpayer. **Note.** For transcripts being sent to a third party, this form must be received within 120 days of signature date.

Sign Here	Signature (see instructions)	Date	Telephone number of taxpayer on line 1a or 2a
	Title (if line 1a above is a corporation, partnership, estate, or trust)		
	Spouse's signature	Date	

General Instructions

Purpose of form. Use Form 4506-T to request tax return information. You can also designate a third party to receive the information. See line 5.

Tip. Use Form 4506, Request for Copy of Tax Return, to request copies of tax returns.

Where to file. Mail or fax Form 4506-T to the address below for the state you lived in, or the state your business was in, when that return was filed. There are two address charts: one for individual transcripts (Form 1040 series and Form W-2) and one for all other transcripts.

If you are requesting more than one transcript or other product and the chart below shows two different RAIVS teams, send your request to the team based on the address of your most recent return.

Automated transcript request. You can quickly request transcripts by using our automated self help-service tools. Please visit us at IRS.gov and click on "Order a Transcript" or call 1-800-908-9946.

Chart for individual transcripts (Form 1040 series and Form W-2)

If you filed an individual return and lived in:	Mail or fax to the "Internal Revenue Service" at:
Florida, Georgia (After June 30, 2011, send your transcript requests to Kansas City, MO)	RAIVS Team P.O. Box 47-421 Stop 91 Doraville, GA 30362 770-455-2335
Alabama, Kentucky, Louisiana, Mississippi, Tennessee, Texas, a foreign country, American Samoa, Puerto Rico, Guam, the Commonwealth of the Northern Mariana Islands, the U.S. Virgin Islands, or A.P.O. or F.P.O. address	RAIVS Team Stop 6716 AUSC Austin, TX 73301 512-460-2272
Alaska, Arizona, Arkansas, California, Colorado, Hawaii, Idaho, Illinois, Indiana, Iowa, Kansas, Michigan, Minnesota, Montana, Nebraska, Nevada, New Mexico, North Dakota, Oklahoma, Oregon, South Dakota, Utah, Washington, Wisconsin, Wyoming	RAIVS Team Stop 37106 Fresno, CA 93888 559-456-5876
Connecticut, Delaware, District of Columbia, Maine, Maryland, Massachusetts, Missouri, New Hampshire, New Jersey, New York, North Carolina, Ohio, Pennsylvania, Rhode Island, South Carolina, Vermont, Virginia, West Virginia	RAIVS Team Stop 6705 P-6 Kansas City, MO 64999 816-292-6102

Chart for all other transcripts

If you lived in or your business was in:	Mail or fax to the "Internal Revenue Service" at:
Alabama, Alaska, Arizona, Arkansas, California, Colorado, Florida, Hawaii, Idaho, Iowa, Kansas, Louisiana, Minnesota, Mississippi, Missouri, Montana, Nebraska, Nevada, New Mexico, North Dakota, Oklahoma, Oregon, South Dakota, Texas, Utah, Washington, Wyoming, a foreign country, or A.P.O. or F.P.O. address	RAIVS Team P.O. Box 9941 Mail Stop 6734 Ogden, UT 84409 801-620-6922

Connecticut, Delaware, District of Columbia, Georgia, Illinois, Indiana, Kentucky, Maine, Maryland, Massachusetts, Michigan, New Hampshire, New Jersey, New York, North Carolina, Ohio, Pennsylvania, Rhode Island, South Carolina, Tennessee, Vermont, Virginia, West Virginia, Wisconsin	RAIVS Team P.O. Box 145500 Stop 2800 F Cincinnati, OH 45250 859-669-3592
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Line 1b. Enter your employer identification number (EIN) if your request relates to a business return. Otherwise, enter the first social security number (SSN) or your individual taxpayer identification number (ITIN) shown on the return. For example, if you are requesting Form 1040 that includes Schedule C (Form 1040), enter your SSN.

Line 3. Enter your current address. If you use a P. O. box, include it on this line.

Line 4. Enter the address shown on the last return filed if different from the address entered on line 3.

Note. If the address on Lines 3 and 4 are different and you have not changed your address with the IRS, file Form 8822, Change of Address.

Line 6. Enter only one tax form number per request.

Signature and date. Form 4506-T must be signed and dated by the taxpayer listed on line 1a or 2a. If you completed line 5 requesting the information be sent to a third party, the IRS must receive Form 4506-T within 120 days of the date signed by the taxpayer or it will be rejected.

Individuals. Transcripts of jointly filed tax returns may be furnished to either spouse. Only one signature is required. Sign Form 4506-T exactly as your name appeared on the original return. If you changed your name, also sign your current name.

Corporations. Generally, Form 4506-T can be signed by: (1) an officer having legal authority to bind the corporation, (2) any person designated by the board of directors or other governing body, or (3) any officer or employee on written request by any principal officer and attested to by the secretary or other officer.

Partnerships. Generally, Form 4506-T can be signed by any person who was a member of the partnership during any part of the tax period requested on line 9.

All others. See Internal Revenue Code section 6103(e) if the taxpayer has died, is insolvent, is a dissolved corporation, or if a trustee, guardian, executor, receiver, or administrator is acting for the taxpayer.

Documentation. For entities other than individuals, you must attach the authorization document. For example, this could be the letter from the principal officer authorizing an employee of the corporation or the Letters Testamentary authorizing an individual to act for an estate.

Privacy Act and Paperwork Reduction Act Notice. We ask for the information on this form to establish your right to gain access to the requested tax information under the Internal Revenue Code. We need this information to properly identify the tax information and respond to your request. You are not required to request any transcript; if you do request a transcript, sections 6103 and 6109 and their regulations require you to provide this information, including your SSN or EIN. If you do not provide this information, we may not be able to process your request. Providing false or fraudulent information may subject you to penalties.

Routine uses of this information include giving it to the Department of Justice for civil and criminal litigation, and cities, states, the District of Columbia, and U.S. commonwealths and possessions for use in administering their tax laws. We may also disclose this information to other countries under a tax treaty, to federal and state agencies to enforce federal nontax criminal laws, or to federal law enforcement and intelligence agencies to combat terrorism.

You are not required to provide the information requested on a form that is subject to the Paperwork Reduction Act unless the form displays a valid OMB control number. Books or records relating to a form or its instructions must be retained as long as their contents may become material in the administration of any Internal Revenue law. Generally, tax returns and return information are confidential, as required by section 6103.

The time needed to complete and file Form 4506-T will vary depending on individual circumstances. The estimated average time is: **Learning about the law or the form, 10 min.;** **Preparing the form, 12 min.;** and **Copying, assembling, and sending the form to the IRS, 20 min.**

If you have comments concerning the accuracy of these time estimates or suggestions for making Form 4506-T simpler, we would be happy to hear from you. You can write to the Internal Revenue Service, Tax Products Coordinating Committee, SE:W:CAR:MP:T:T:SP, 1111 Constitution Ave. NW, IR-6526, Washington, DC 20224. Do not send the form to this address. Instead, see *Where to file* on this page.