

The Work Number®

Place an Order - IncomeChek® IRS Income Verification

After logging in to The Work Number, complete the following steps:

- 1 Click the IncomeChek link in the left menu.
 - 2 Click the "Orders" tab.
 - 3 Click "Create New Order."
 - 4 Input the applicant information.
 - 5 Select "IncomeChek."
 - 6 Click "Next Step."
 - 7 Enter the form type and tax year information requested.
 - 8 Upload your signed 4506-T Authorization form.*
 - 9 Click "Add Order."
 - 10 When you have finished click "Submit All Orders."
- ★ If you choose to fax your 4506-T document later, you must generate a fax cover sheet by clicking the link.

If you have any questions or need additional assistance, call 1-888-748-4411. Agents are available Monday through Friday from 7am to 7pm Central time.

