

Place an Order - IRS Income Verification

After logging in, complete the following steps:

- 1 Click the "IRS Income Verification" link in the left menu.
 - 2 Click the "Create Order" link.
 - 3 Input the applicant information.
 - 4 Select "IRS Income Verification."
 - 5 Click "Next Step."
 - 6 Enter the form type and tax year information requested.
 - 7 Upload your signed 4506-T Authorization form.*
 - 8 Click "Add Order."
 - 9 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 888-749-4411. Agents are available Monday through Friday from 7am to 7pm Central time.

The screenshot shows the Equifax Verification Services web application. The top navigation bar includes 'Home', 'Privacy Policy', 'Help', 'Contact Us', and 'Logout'. The main content area is titled 'Order Detail' and contains a 'Create Order' button. Below this is a form for entering applicant information, including 'Borrower First Name', 'Borrower Last Name', 'Borrower SSN', 'Loan Number', and 'Permissible Purpose'. The 'Select Products' section has radio buttons for 'Identify Authentication Report' and 'IRS Income Verification'. The 'Attach IRS Consent Form' section has a 'Choose File' button. The 'Added Orders' table at the bottom shows a list of orders with columns for Name, SSN, Loan No, Form, Details, Attachment, Billing Org, Owner, and Action.