

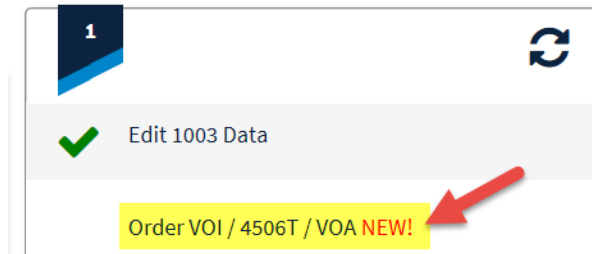
# Ordering 4506 Verification of Income through Marti

## ORDER THE 4506 VERIFICATION OF INCOME FOR:

- ALL BORROWERS QUALIFIED WITH W2 INCOME AND ADDITIONAL INCOME SOURCES
- AND ALL SELF-EMPLOYED BORROWERS

Prior to ordering the verification, please make sure you have obtained a signed 4506T form from the borrower.

1. Begin by selecting the “Order VOI/4506T/VOA” link in box 1 on the home dashboard of the loan in Marti.



2. Click on the “4506T Verification” Tab, select the borrower’s name, select the form you would like to request, select the year(s) you are requesting and select “Verify Tax”. Your browser will open and you will upload the signed 4506T form. This automatically initiates the order.

A screenshot of the 4506T Verification form in Marti. The form has a navigation bar at the top with 'PREVIOUS' and 'NEXT' buttons. Below the navigation bar, there are three tabs: 'VERIFICATION OF INCOME & EMPLOYMENT', '4506T VERIFICATION', and 'VERIFICATION OF ASSET-(VOA)'. The '4506T VERIFICATION' tab is selected. Below the tabs, there is a red text box that says 'To order you will need an executed 4506T. You can obtain a blank version [here](#)'. Below this, there is a section titled '4506T TRANSACTIONS'. This section has four main fields: 'Borrower Name' (with the value 'Ken N Customer'), 'SSN' (with a redacted value), 'Request Form' (with a dropdown menu showing 'Select Form'), and 'Request Year(s)' (with a dropdown menu showing '2016, 2015'). To the right of the 'Request Year(s)' field, there is a 'Select' checkbox and a 'VERIFY TAX' button. A red callout box with the text 'You may select more than one year.' points to the 'Request Year(s)' dropdown. Red arrows with numbers 1 through 5 point to various elements: 1 points to the '4506T VERIFICATION' tab, 2 points to the 'Request Form' dropdown, 3 points to the 'Request Year(s)' dropdown, 4 points to the 'Select' checkbox, and 5 points to the 'VERIFY TAX' button. Below the '4506T TRANSACTIONS' section, there is a 'REQUEST STATUS' section.

3. You will see the word “Processing” at the top of the screen.

A screenshot of the 4506T Verification form in Marti, showing the 'Processing...' status. The navigation bar at the top has 'PREVIOUS' and 'NEXT' buttons. Below the navigation bar, there is a yellow box with the text 'Processing...'. Below this, there are three tabs: 'VERIFICATION OF INCOME & EMPLOYMENT', '4506T VERIFICATION', and 'VERIFICATION OF ASSET-(VOA)'. The '4506T VERIFICATION' tab is selected.

4. Your Order Status will be reflected in the “Request Status” section. To refresh the information, click on the “Refresh” icon or the “Refresh Status” box.

REQUEST STATUS							
SSN	Order ID	Order Placed Date	Form Type	Requested Year(s)	Status Updated Date	Status	Action
[REDACTED]	UP2271	10-13-2017 03:20 PM	1040	2016-2015-2014	10-13-2017 03:20 PM	PENDING	 View Consent Form

**REFRESH STATUS**

5. When returned, the order status will change to “COMPLETED”. For your convenience, you will also be notified via email when the order is complete.

REQUEST STATUS							
SSN	Order ID	Order Placed Date	Form Type	Request Year	Status Updated Date	Status	Action
[REDACTED]	F0Y3C4	08-08-2017 05:06 PM	1040	Past two years	08-14-2017 06:31 PM	COMPLETE	 View Consent Form

6. You will now select the download icon to view and save the document to the Document Management System in Marti.



Tax Return Transcript 26663 [REDACTED] R1040 [REDACTED]

**EQUIFAX** VERIFICATION SERVICES

**Taxpayer Tax Return Summary Report**

<b>Taxpayer :</b> [REDACTED]	<b>SSN/EIN :</b> [REDACTED]
<b>Address :</b> [REDACTED]	<b>Loan # :</b> 10000 [REDACTED]
<b>Order # :</b> [REDACTED]	<b>Ordered By :</b> Resmac Production
<b>Group :</b> 17080 [REDACTED]	<b>Years :</b> 2015,2016
<b>Form :</b> R1040	<b>Returned :</b> Aug. 14, 2017 12:58pm
<b>Date Ordered :</b> Aug. 08, 2017 12:00am	<b>Stated Wage :</b> No
<b>Stated Doc :</b> No	<b>RRID :</b> R07529-0000
<b>Client :</b> Resmac, Inc.	

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**YEAR 2016 - IRS FORM 1040 - STATUS: Married Filing Joint**

<b>Item</b>	<b>IRS Info</b>
WAGES, SALARIES, TIPS, ETC:	\$ [REDACTED]
UNREIMBURSED EMP EXPENSES (Schedule A):	\$ [REDACTED]
TAXABLE INTEREST INCOME (Schedule B):	\$ [REDACTED]
BUSINESS INCOME OR LOSS (Schedule C):	\$ 0.00
CAPITAL GAIN OR LOSS (Schedule D):	\$ 0.00
RENT/ROYALTY/PARTNERSHIP/ESTATE (Schedule E):	\$ [REDACTED]
TOTAL IRA DISTRIBUTIONS:	\$ 0.00
TOTAL PENSIONS AND ANNUITIES:	\$ 0.00
TOTAL SOCIAL SECURITY BENEFITS:	\$ 0.00
TOTAL INCOME:	\$ [REDACTED]
ADJUSTED GROSS INCOME:	\$ [REDACTED]

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**YEAR 2015 - IRS FORM 1040 - STATUS: Married Filing Joint**