



Cover Sheet

Notes:

- Will need the Anti Steering form from the wholesale broker only (Lender Paid Transactions)
- Will need a wet signed SS89 form if a SS card is not provided with file
- May need a 4506c wet signed if the 1003 is uploaded as joint application when the borrowers are not married

To comply with the changes identified in the 8/9/21 IRS Bulletin, effective late December, DataVerify will be making the following process adjustments:

- An individual form for each borrower and each form type being requested is required.
- If requesting 1040 for joint borrowers, only one borrower's form/information is required for 1040.
- Each 4506-C form should contain only one check mark corresponding with the requested form type in the boxes for lines 6A-7.
- The 4506-C should only include the years being requested when the order is placed.
- In addition, the address on Line 5a on the form should read: DataVerify 250 E. Broad St., Suite 2100, Columbus, OH 43215

DataVerify will no longer be able to accept any 4506-C forms that are not in compliance with IRS guidelines starting in late December.

Loan number _____

1. Contact Information for the file: LO Name: _____

E-Mail: _____ Phone: _____

Processors Name: _____ E-Mail: _____

2. Program: _____

3. W-2 Only? Yes or No

4. If you ran DU or LP directly through Fannie Mae or Freddie Mac

a. Please make sure you have **“Submitted” the findings to Click n' Close, Inc. through DU/LP for us to utilize.**

b. Make sure credit is not expiring

5. Underwriter Name if loan scenario was run by an UW prior to submission _____

6. Is this a One Time Close Construction Loan? Yes or No

a. If yes, please include the Step 1 **results** from NCF in Submission file to Click n' Close, Inc. Mortgage.

b. Results - Construction/Permanent Loan Information Sheet

c. Results - Individual Deal Worksheet

d. Results - Construction Cost Breakdown

e. Results - Purchase Agreement/Construction Contract Worksheet

Notes to Underwriting
