

AGENT GUIDELINES

Please use the following steps to assist you when navigating the Equator program. Contact Equator Agent Support if any issues arise or if you are new to equator and need navigation/system assistance. Contact information is found on the Help tab from your home page. Equator also has a live chat feature that you can utilize to resolve most issues in a timely manner. **Our toll free number is 866.312.2432 if you need immediate assistance, account inquiry, and all account status updates.**

➤ Equator Task:

- **Accept Assignment:** Please log on to you equator, accept the short sale assignment and upload the 3rd party authorization form signed and dated by the borrower. This form must include Nationstar Mortgage as the lender and the date of the form must be within the timeframe Nationstar has been servicing the loan.
- **Documents Required:** Once your authorization is accepted you will be required to provide additional items needed for short sale review. The borrower's contact, current financial information as well as a hardship letter is necessary.
 - From the date the task was complete you'll need to provide the following: **the last two months paystubs, the last two months bank statements (if they have PMI as their Mortgage Insurance CO. they will need to provide 6 mos. of bank statements) and the last two years tax returns.**
 - If the borrower has assets (401K, IRA, etc.) you must upload proof of those assets as well. Be sure to click save and submit now at the bottom of each page to ensure the information was added successfully.
 - A hardship affidavit is also required (this will be sent to you in a separate attachment) and you will need to upload it directly to the library. See instructions on page 2.

*Note- All documents should be uploaded in PDF format and all photos uploaded in JPEG format. The hardship affidavit/letter and buyer's finance application should be the only document uploaded directly in the library. When the documents have exceeded the library's capacity, there is a minimum of 30 days before the documents can be deleted.

- **Submit Offer:** The next step is to submit the detailed offer, the offer documents, and the supporting documents. You can only submit an offer for one buyer. After entering the necessary information, click save and submit now. The status of the offer will reflect "Verify Offer", the status is for our processors and will remain in that status for several business days. Please be patient while the documents are being reviewed. Once the review is completed it will be assigned to a negotiator to be worked.
- **Marketing:** You must complete your task (provide the borrowers contact, financial information and hardship) even if you currently do not have an offer. Once the marketing plan task is completed the file will be assigned a negotiator for review. Once the property is in the marketing status, you will have 2 days to upload any missing documentation and complete the marketing plan task or the account will be made unavailable.
- **MI Requirements:** Unless there is a death of the Borrower/Co-Borrower or either one is transferred out of the state for their job, MI companies require that the account be delinquent for 30 days before they review for a short sale. Also, if they have PMI as their Mortgage Company, they will have to provide 6 mos. of bank statements.
- **Second Liens:** **If there is a second lien on the property, it is the realtor's responsibility to obtain and submit a payoff statement from the second lien. (This includes tax liens, HOA's and second mortgages.)**
- **Buyers Funding:** Offers from buyers not paying in cash must complete and provide a Finance Application (this will be sent to you in a separate attachment) along with their Pre-Qualification letter. The buyer is not required to use our financing but, the form is required to proceed. Buyers paying with cash need to submit recent proof of funds that are sufficient to cover the sales price.
- **Foreclosure Sale Dates:** Any property with a foreclosure sale date cannot be reviewed for a possible postponement until the offer is approved. All of the agent's tasks must be completed within 15 days prior to the foreclosure sale date. If the property is in the Redemption period, all the agent's tasks have to be completed 45 days prior to the Redemption Expiration Date to be assigned to a negotiator .
- **Borrower Contact:** We require the borrower to have contact with a representative in our short sale department after the initiation in equator. Please have the borrower call 866.312.2432.

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- **Cancelation:** If the agent's tasks are not completed and there is no activity in Equator within a 45 day timeframe after initiation, it will be made unavailable due to inactivity or missing documentation.

Uploading Hardship Affidavit / Hardship Letter:

Once you have completed the 'Hardship Reasons' task, please upload the Hardship Affidavit / Hardship Letter to the Library.

1. Click on 'Library,' from the property header.
2. Click on the + next to Property Files to expand.
3. Click on the + next to Tasks to expand.
4. From the drop down menu, select the completed task, 'Hardship Reasons.'
5. Use the Browse feature to locate your completed Hardship Affidavit / Hardship Letter.
6. Enter text 'Hardship Affidavit or Hardship Letter,' from the Comments field and click Upload.

Please find the attached visual aid to support the steps outlined above.

The screenshot shows the Equator web application interface. At the top, there is a navigation bar with the 'EQUATOR' logo and links for 'Buyers', 'Agents', 'Sellers', 'Midsourcers', 'Vendors', 'About', and 'Help'. Below this, there are several tabs: 'Workflow' (0 Offers Need Response, 1 Assigned Task, Messages), 'My Properties & Offers' (Place A New Offer, Post A Property, Initiate Short Sale **NEW**), 'BPO Posting Board' (Available BPOs, My BPOs, Change Settings), 'Manage Information' (Edit Account Information, My Buyer Alerts, My Coverage Areas), and 'Members' (Age, View). The 'my account' section is active, displaying a table with columns for 'TYPE', 'ADDRESS', 'STATUS', and 'LENDER'. A 'LIBRARY' button is highlighted in red. Below the table, there are sections for 'Property Files', 'Property', 'Messages', and 'Tasks'. The 'Tasks' section is expanded, showing a dropdown menu with 'Hardship Reasons (Agent) (12/09/2010)' selected. A 'Browse...' button and an 'Upload' button are also highlighted in red.

The screenshot shows the Equator web application interface. At the top, there is a navigation bar with the 'EQUATOR' logo and links for 'Buyers', 'Agents', 'Sellers', 'Midsourcers', 'Vendors', 'About', and 'Help'. Below this, there are several tabs: 'Workflow' (0 Offers Need Response, 1 Assigned Task, Messages), 'My Properties & Offers' (Place A New Offer, Post A Property, Initiate Short Sale **NEW**), 'BPO Posting Board' (Available BPOs, My BPOs, Change Settings), 'Manage Information' (Edit Account Information, My Buyer Alerts, My Coverage Areas), and 'Members' (Age, View). The 'my account' section is active, displaying a table with columns for 'TYPE', 'ADDRESS', 'STATUS', and 'LENDER'. A 'LIBRARY' button is highlighted in red. Below the table, there are sections for 'Property Files', 'Property', 'Messages', and 'Tasks'. The 'Tasks' section is expanded, showing a dropdown menu with 'Hardship Reasons (Agent) (12/09/2010)' selected. A 'Browse...' button and an 'Upload' button are also highlighted in red.

Workout Review Documentation Checklist

Please use this checklist to help you compile the require documents to begin a workout review. These are absolute requirements for ALL parties currently on the note; any missing documents at the time of submission will increase the time necessary for Nationstar and (if applicable) the investor to come to a decision about assistance. Additional documentation may be required to clarify your financial and/or housing situation.

<input checked="" type="checkbox"/> Complete all of the following to provide a complete package	
<input type="checkbox"/>	Uniform Borrower Assistance Form (710 and 710a)
<input type="checkbox"/>	All applicable income documentation: <ul style="list-style-type: none"> <input type="checkbox"/> If you are a wage earner: 2 paystubs with year-to-date earnings <input type="checkbox"/> If you are self-employed: Most recent quarterly or year-to-date profit and loss statement <input type="checkbox"/> If you are receiving alimony or child support (optional): Divorce decree, separation agreement, or other legal agreement showing amount of monthly payment <input type="checkbox"/> If you receive fixed income: Award letter and 2 most recent bank statements <input type="checkbox"/> If you receive unemployment: Letters, exhibits, or benefits statement showing award amount and last 2 months of bank statements <input type="checkbox"/> If you receive rental income: Schedule E from previous year's tax return, lease agreement(s), last 2 months bank statements showing deposits
<input type="checkbox"/>	Typed, signed hardship letter detailing: <ul style="list-style-type: none"> <input type="checkbox"/> Reason for hardship including dates and amounts that income or expenses changed <input type="checkbox"/> Intention with the property (ex. remain in the home, rent the home, sell the home, etc) <input type="checkbox"/> Your plan to get current if we are unable to assist you. If you have no plan please explain why.
<input type="checkbox"/>	Tax Documentation <ul style="list-style-type: none"> <input type="checkbox"/> Complete and sign 4506T-EZ form <input type="checkbox"/> Copy of 2011 Tax Return, signed and dated (this is not required, providing it will expedite the review process) <input type="checkbox"/> If you have an extension for 2011 taxes, copy of the extension letter and signed and dated copy of 2010 tax return (this is not required, providing it will expedite the review process)
<input type="checkbox"/>	Dodd-Frank Certification
<input type="checkbox"/>	Documentation of Home Owner or Condo Dues

UNIFORM BORROWER ASSISTANCE FORM

Monthly Household Income		Monthly Household Expenses/Debt		Household Assets (associated with the property and/or borrower(s))	
Monthly Gross wages	\$	First Mortgage Payment	\$	Checking Account(s)	\$
Overtime	\$	Second Mortgage Payment	\$	Checking Account(s)	\$
Child Support / Alimony*	\$	Homeowner's Insurance	\$	Savings / Money Market	\$
Non-taxable social security/SSDI	\$	Property Taxes	\$	CDs	\$
Taxable SS benefits or other monthly income from annuities or retirement plans	\$	Credit Cards / Installment Loan(s) (total minimum payment per month)	\$	Stocks / Bonds	\$
Tips, commissions, bonus and self-employed income	\$	Alimony, child support payments	\$	Other Cash on Hand	\$
Rents Received	\$	Car Lease Payments	\$	Other Real Estate (estimated value)	\$
Unemployment Income	\$	HOA/Condo Fees/Property Maintenance	\$	Other _____	\$
Food Stamps/Welfare	\$	Mortgage Payments on other properties	\$		\$
Other _____	\$	Other _____	\$		\$
Total (Gross income)	\$	Total Debt/Expenses	\$	Total Assets	\$

***Notice: Alimony, child support, or separate maintenance income need not be revealed if you do not choose to have it considered for repaying this loan.**

Lien Holder's Name	Balance / Interest Rate	Loan Number

Required Income Documentation

<input type="checkbox"/> Do you earn a wage? For each borrower who is a salaried employee or hourly wage earner, include the most recent pay stub that reflects at least 30 days of year-to-date earnings for each borrower.	<input type="checkbox"/> Are you self-employed? For each borrower who receives self-employed income, include a complete, signed individual federal income tax return and, as applicable, the business tax return; AND either the most recent signed and dated quarterly or year-to-date profit/loss statement that reflects activity for the most recent three months; OR copies of bank statements for the business account for the last two months evidencing continuation of business activity.
<input type="checkbox"/> Do you have any additional sources of income? Provide for each borrower as applicable: "Other Earned Income" such as bonuses, commissions, housing allowance, tips, or overtime: <input type="checkbox"/> Reliable third-party documentation describing the amount and nature of the income (e.g., employment contract or printouts documenting tip income). Social Security, disability or death benefits, pension, public assistance, or adoption assistance: <input type="checkbox"/> Documentation showing the amount and frequency of the benefits, such as letters, exhibits, disability policy or benefits statement from the provider, and <input type="checkbox"/> Documentation showing the receipt of payment, such as copies of the two most recent bank statements showing deposit amounts. Rental income: <input type="checkbox"/> Copy of the most recent filed federal tax return with all schedules, including Schedule E—Supplement Income and Loss. Rental income for qualifying purposes will be 75% of the gross rent reduced by the monthly debt service on the property, if applicable; or <input type="checkbox"/> If rental income is not reported on Schedule E – Supplemental Income and Loss, provide a copy of the current lease agreement with either bank statements or cancelled rent checks demonstrating receipt of rent. Investment income: <input type="checkbox"/> Copies of the two most recent investment statements or bank statements supporting receipt of this income. Alimony, child support, or separation maintenance payments as qualifying income:* <input type="checkbox"/> Copy of divorce decree, separation agreement, or other written legal agreement filed with a court, or court decree that states the amount of the alimony, child support, or separation maintenance payments and the period of time over which the payments will be received, and <input type="checkbox"/> Copies of your two most recent bank statements or other third-party documents showing receipt of payment. *Notice: Alimony, child support, or separate maintenance income need not be revealed if you do not choose to have it considered for repaying this loan.	

HARDSHIP AFFIDAVIT

(provide a written explanation with this request describing the specific nature of your hardship)

I am requesting review of my current financial situation to determine whether I qualify for temporary or permanent mortgage relief options.

Date Hardship Began is: _____

I believe that my situation is:

- Short-term (under 6 months)
- Medium-term (6 – 12 months)
- Long-term or Permanent Hardship (greater than 12 months)

I am having difficulty making my monthly payment because of reasons set forth below:

(Please check all that apply and submit required documentation demonstrating your hardship)

If Your Hardship is:	Then the Required Hardship Documentation is:
<input type="checkbox"/> Unemployment	<input type="checkbox"/> No hardship documentation required
<input type="checkbox"/> Underemployment	<input type="checkbox"/> No hardship documentation required, as long as you have submitted the income documentation that supports the income described in the Required Income Documentation section above
<input type="checkbox"/> Income reduction (e.g., elimination of overtime, reduction in regular working hours, or a reduction in base pay)	<input type="checkbox"/> No hardship documentation required, as long as you have submitted the income documentation that supports the income described in the Required Income Documentation section above
<input type="checkbox"/> Divorce or legal separation; Separation of Borrowers unrelated by marriage, civil union or similar domestic partnership under applicable law	<input type="checkbox"/> Divorce decree signed by the court; OR <input type="checkbox"/> Separation agreement signed by the court; OR <input type="checkbox"/> Current credit report evidencing divorce, separation, or non-occupying borrower has a different address; OR <input type="checkbox"/> Recorded quitclaim deed evidencing that the non-occupying Borrower or co-Borrower has relinquished all rights to the property
<input type="checkbox"/> Death of a borrower or death of either the primary or secondary wage earner in the household	<input type="checkbox"/> Death certificate; OR <input type="checkbox"/> Obituary or newspaper article reporting the death
<input type="checkbox"/> Long-term or permanent disability; Serious illness of a borrower/co-borrower or dependent family member	<input type="checkbox"/> Doctor’s certificate of illness or disability; OR <input type="checkbox"/> Medical bills; OR <input type="checkbox"/> Proof of monthly insurance benefits or government assistance (if applicable)
<input type="checkbox"/> Disaster (natural or man-made) adversely impacting the property or Borrower’s place of employment	<input type="checkbox"/> Insurance claim; OR <input type="checkbox"/> Federal Emergency Management Agency grant or Small Business Administration loan; OR <input type="checkbox"/> Borrower or Employer property located in a federally declared disaster area
<input type="checkbox"/> Distant employment transfer	<input type="checkbox"/> No hardship documentation required
<input type="checkbox"/> Business Failure	<input type="checkbox"/> Tax return from the previous year (including all schedules) AND <input type="checkbox"/> Proof of business failure supported by one of the following: <ul style="list-style-type: none"> • Bankruptcy filing for the business; or • Two months recent bank statements for the business account evidencing cessation of business activity; or • Most recent signed and dated quarterly or year-to-date profit and loss statement

Borrower/Co-Borrower Acknowledgement and Agreement

1. I certify that all of the information in this Borrower Assistance Form is truthful and the hardship(s) identified above has contributed to submission of this request for mortgage relief.
2. I understand and acknowledge that the Servicer, owner or guarantor of my mortgage, or their agent(s) may investigate the accuracy of my statements, may require me to provide additional supporting documentation, and that knowingly submitting false information may violate Federal and other applicable law.
3. I understand the Servicer will obtain a current credit report on all borrowers obligated on the Note.
4. I understand that if I have intentionally defaulted on my existing mortgage, engaged in fraud or misrepresented any fact(s) in connection with this request for mortgage relief or if I do not provide all required documentation, the Servicer may cancel any mortgage relief granted and may pursue foreclosure on my home and/or pursue any available legal remedies.
5. I certify that my property has not received a condemnation notice.
6. I certify that I am willing to provide all requested documents and to respond to all Servicer communications in a timely manner. I understand that time is of the essence.
7. I understand that the Servicer will use this information to evaluate my eligibility for available relief options and foreclosure alternatives, but the Servicer is not obligated to offer me assistance based solely on the representations in this document or other documentation submitted in connection with my request.
8. If I am eligible for a trial period plan, repayment plan, or forbearance plan, and I accept and agree to all terms of such plan, I also agree that the terms of this Acknowledgment and Agreement are incorporated into such plan by reference as if set forth in such plan in full. My first timely payment following my Servicer’s determination and notification of my eligibility or prequalification for a trial period plan, repayment plan, or forbearance plan (when applicable) will serve as acceptance of the terms set forth in the notice sent to me that sets forth the terms and conditions of the trial period plan, repayment plan, or forbearance plan.
9. I agree that when the Servicer accepts and posts a payment during the term of any repayment plan, trial period plan, or forbearance plan it will be without prejudice to, and will not be deemed a waiver of, the acceleration of my loan or foreclosure action and related activities and shall not constitute a cure of my default under my loan unless such payments are sufficient to completely cure my entire default under my loan.
10. I agree that any prior waiver as to my payment of escrow items to the Servicer in connection with my loan has been revoked.
11. If I qualify for and enter into a repayment plan, forbearance plan, and trial period plan, I agree to the establishment of an escrow account and the payment of escrow items if an escrow account never existed on my loan.
12. I understand that the Servicer will collect and record personal information that I submit in this Borrower Response Package and during the evaluation process, including, but not limited to, my name, address, telephone number, social security number, credit score, income, payment history, and information about my account balances and activity. I understand and consent to the Servicer’s disclosure of my personal information and the terms of any relief or foreclosure alternative that I receive to any investor, insurer, guarantor, or servicer that owns, insures, guarantees, or services my first lien or subordinate lien (if applicable) mortgage loan(s) or to any HUD-certified housing counselor.
13. If I am eligible for foreclosure prevention relief under the federal Making Home Affordable Program, I understand and consent to the disclosure of my personal information and the terms of any Making Home Affordable Agreement by the Servicer to (a) the U.S. Department of the Treasury, (b) Fannie Mae and Freddie Mac in connection with their responsibilities under the Homeowner Affordability and Stability Plan, and (c) companies that perform support services in conjunction with Making Home Affordable.
14. I consent to being contacted concerning this request for mortgage assistance at any cellular or mobile telephone number I have provided to the Lender. This includes text messages and telephone calls to my cellular or mobile telephone.

Borrower Signature

Date

Co-Borrower Signature

Date

Home Affordable Modification Program Government Monitoring Data Form

Information for Government Monitoring Purposes

The following information is requested by the federal government in order to monitor compliance with federal statutes that prohibit discrimination in housing. **You are not required to furnish this information, but are encouraged to do so. The law provides that a lender or servicer may not discriminate either on the basis of this information, or on whether you choose to furnish it.** If you furnish the information, please provide both ethnicity and race. For race, you may check more than one designation. If you do not furnish ethnicity, race, or sex, the lender or servicer is required to note the information on the basis of visual observation or surname if you have made this request for a loan modification in person. If you do not wish to furnish the information, please check the box below.

BORROWER		CO-BORROWER	
<input type="checkbox"/> I do not wish to furnish this information		<input type="checkbox"/> I do not wish to furnish this information	
Ethnicity: <input type="checkbox"/> Hispanic or Latino <input type="checkbox"/> Not Hispanic or Latino		Ethnicity: <input type="checkbox"/> Hispanic or Latino <input type="checkbox"/> Not Hispanic or Latino	
Race: <input type="checkbox"/> American Indian or Alaska Native <input type="checkbox"/> Asian <input type="checkbox"/> Black or African American <input type="checkbox"/> Native Hawaiian or Other Pacific Islander <input type="checkbox"/> White		Race: <input type="checkbox"/> American Indian or Alaska Native <input type="checkbox"/> Asian <input type="checkbox"/> Black or African American <input type="checkbox"/> Native Hawaiian or Other Pacific Islander <input type="checkbox"/> White	
Sex: <input type="checkbox"/> Female <input type="checkbox"/> Male		Sex: <input type="checkbox"/> Female <input type="checkbox"/> Male	
To be completed by Servicers			<i>Name/Address of Interviewer's Employer</i>
<i>This request was taken by:</i> <input type="checkbox"/> Face-to-face interview <input type="checkbox"/> Mail <input type="checkbox"/> Telephone <input type="checkbox"/> Internet		<i>Servicer/Interviewer's Name (print or type) & ID Number</i> <i>Servicer/Interviewer's Signature</i> <i>Servicer/Interviewer's Phone Number (include area code)</i>	
<i>Loan Number:</i> _____		<i>Servicer/Interviewer's Fax Number (include area code)</i> <i>Servicer/Interviewer's email address</i>	

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 also call 1-800-829-1040 to order a transcript. 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 or employer identification number (see instructions)
2a If a joint return, enter spouse's name shown on tax return.	2b Second social security number if joint tax return

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

4 Previous address shown on the last return filed if different from line 3

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.

Nationstar Mortgage LLC
350 Highland Dr, Lewisville TX 75067

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.

12/31/2011 12/31/2010 _____ _____

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 RAVS teams, send your request to the team based on the address of your most recent return.

Automated transcript request. You can call 1-800-829-1040 to order a transcript through the automated self-help system. Follow prompts for "questions about your tax account" to order a tax return transcript.

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, North Carolina, South Carolina	RAIVS Team P.O. Box 47-421 Stop 91 Doraville, GA 30362 770-455-2335
Alabama, Kentucky, Louisiana, Mississippi, Tennessee, Texas, a foreign country, or A.P.O. or F.P.O. address	RAIVS Team Stop 6716 AUSC Austin, TX 73301 512-460-2272
Alaska, Arizona, 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
Arkansas, Connecticut, Delaware, District of Columbia, Maine, Maryland, Massachusetts, Missouri, New Hampshire, New Jersey, New York, Ohio, Pennsylvania, Rhode Island, Vermont, Virginia, West Virginia	RAIVS Team Stop 6705-B41 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, Tennessee, 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, Vermont, Virginia, West Virginia, Wisconsin	RAIVS Team P.O. Box 145500 Stop 2800 F Cincinnati, OH 45250 859-669-3592

Line 1b. Enter your employer identification number (EIN) if your request relates to a business return. Otherwise, enter the first social security number (SSN) shown on the return. For example, if you are requesting Form 1040 that includes Schedule C (Form 1040), enter your SSN.

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, and the District of Columbia 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.



Dodd-Frank Certification

The following information is requested by the federal government in accordance with the Dodd-Frank Wall Street Reform and Consumer Protection Act (Pub. L. 111-203). **You are required to furnish this information.** The law provides that no person shall be eligible to begin receiving assistance from the Making Home Affordable Program, authorized under the Emergency Economic Stabilization Act of 2008 (12 U.S.C. 5201 *et seq.*), or any other mortgage assistance program authorized or funded by that Act, if such person, in connection with a mortgage or real estate transaction, has been convicted, within the last 10 years, of any one of the following: (A) felony larceny, theft, fraud, or forgery, (B) money laundering or (C) tax evasion.

I/we certify under penalty of perjury that I/we have not been convicted within the last 10 years of any one of the following in connection with a mortgage or real estate transaction:

- (a) felony larceny, theft, fraud, or forgery,
- (b) money laundering or
- (c) tax evasion.

I/we understand that the servicer, the U.S. Department of the Treasury, or their agents may investigate the accuracy of my statements by performing routine background checks, including automated searches of federal, state and county databases, to confirm that I/we have not been convicted of such crimes. I/we also understand that knowingly submitting false information may violate Federal law.

This Certificate is effective on the earlier of the date listed below or the date received by your servicer.

Borrower Signature

Date

Co-Borrower Signature

Date

SPO Rep. _____

Sellers Loan # _____

Buyer's Real Estate Agent: _____ Real Estate Agent's Phone/ Email: _____

Property Street Address: _____ Number of Units: _____

City: _____ County: _____ State: _____ Zip: _____

Purchase Price: _____ Primary Res., Investment Home, 2nd Home (circle on)

BUYER INFORMATION

Buyer: _____

Co-Buyer: _____

Age: _____ Date of Birth _____

Age: _____ Date of Birth _____

Social Security Number _____

Social Security Number _____

Marital Status: Married Single Divorced

Marital Status: Married Single Divorced

Home Phone Number (_____) _____

Home Phone Number(_____) _____

Cell Phone Number (_____) _____

Cell Phone Number(_____) _____

Work Phone Number(_____) _____

Work Phone Number(_____) _____

Present Street Address: _____
Address: _____

Present Street

City: _____ State: _____ Zip: _____

City: _____ State: _____ Zip: _____

(circle) Own or Rent - Monthly Rent/Mortgage: _____
Rent/Mortgage: _____

(circle) Own or Rent - Monthly

Yrs at present address/: _____

Years at Present Address: _____

Employer: _____

Employer: _____

Position: _____

Position: _____

Years with current employer: _____

Years with current employer: _____

Monthly Income: _____

Monthly Income: _____

Type of compensation: Salary Commission Self-employed

Type of compensation: Salary Commission Self-employed

BUYER'S ASSEST INFORMATION

Funds Available for Down Payment & Closing Costs: _____

Source of Closing Funds: _____

Liquid Assets: Avg. Balance in Checking Account: _____

Avg. Balance in Savings Account: _____

Balance in Retirement Funds: _____

Balance in Money Market or Mutual Fund: _____

Other Assets (i.e. 401K vested amount, stocks/bonds, CD)
: _____

Your signature below will authorize Nationstar Mortgage LLC to pull a residential mortgage credit report.

Borrower _____ Date _____

Co-Borrower _____ Date _____

