



Ordering Transcripts and SSA



M/I FINANCIAL, LLC
A Subsidiary of M/I Homes, Inc.

Ordering Transcripts

Start by reviewing the Request for Transcript for Tax screen under Forms.

Press the Copy from Borrower Summary button.

Forms Tools Services

- MM Borrower Summary - Origination
- 1003 URLA - Lender
- 1003 URLA Part 1
- 1003 URLA Part 2
- 1003 URLA Part 3
- 1003 URLA Part 4
- 1003 URLA Continuation
- 2015 Itemization
- RegZ - LE
- Loan Estimate Page 1
- Loan Estimate Page 2
- Loan Estimate Page 3
- Request for Transcript of Tax**

Request for Transcript of Tax ?

Request Form and Version	Request For	Type	Year
4506-C Oct 2022	Borrower	1040	2023, 2022

Request Details Default to TQL Rules

Tax Form is for: **Borrower** Copy from Borrower Summary

4506-C Oct 2022

1a. Name shown first on tax form
First Name: Alice Jon Test Loan
Middle Initial:
Last Name: Firstimer
Authorized Signer:

1b. 1st SSN on form or Employer ID #
991-91-9991
 Use Employer ID Format
 Authorized Representative Signing

1c. Previous name shown on last return filed if different from 1a
First Name: Middle Initial: Last Name:

2a. Spouse's name shown on tax form, if joint return:
First Name:
Middle Initial:
Last Name:
Authorized Signer:

2b. 2nd Social Security # on form

 Use Employer ID Format
 Authorized Representative Signing

2c. Spouse's previous name shown on last return filed if different from 2a
First Name: Middle Initial: Last Name:

3. Current name, address (including apt., room, suite #), city, state, Zip
First Name: Alice Jon Test Loan
Last Name: Firstimer
Address: 9991 Warford Street
City: Dawson
State: IA Zip: 50066

4. Address shown on last filed return, if different from line 3
Address:
City:
State: Zip:

5a. IVES participant name, ID number, SOR mailbox ID, and address
Name: DataVerify
Participant ID:
SOR Mailbox ID:

Ordering Transcripts

Once the Copy from Borrower Summary button is pushed, use the dropdown from Tax Form is for, to select the borrower. Confirm the information is accurate for the borrower's information and the type/years of transcripts you want.

Request for Transcript of Tax			
Request Form and Version	Request For	Type	Year
4506-C Oct 2022	Borrower	1040	2023, 2022

Request Details Default to TQL Rules

Tax Form is for: Borrower Copy from Borrower Summary

4506-C Oct 2022

1a. Name shown first on tax form
 First Name: Alice Jon Test Loan
 Middle Initial:
 Last Name: Firstimer
 Authorized Signer:

1b. 1st SSN on form or Employer ID #
 991-91-9991
 Use Employer ID Format
 Authorized Representative Signing

1c. Previous name shown on last return filed if different from 1a
 First Name: Middle Initial: Last Name:

2a. Spouse's name shown on tax form, if joint return.
 First Name:
 Middle Initial:
 Last Name:
 Authorized Signer:

2b. 2nd Social Security # on form

 Use Employer ID Format
 Authorized Representative Signing

2c. Spouse's previous name shown on last return filed if different from 2a
 First Name: Middle Initial: Last Name:

3. Current name, address (including apt., room, suite #), city, state, Zip
 First Name: Alice Jon Test Loan Address: 9991 Warford Street
 Last Name: Firstimer City: Dawson
 State: IA Zip: 50066

4. Address shown on last filed return, if different from line 3
 Address:
 City:
 State: Zip:

5a. IVES participant name, ID number, SOR mailbox ID, and address
 Name: DataVerify
 Participant ID:
 SOR Mailbox ID:

Request Details

Tax Form is for:

4506-C Oct 2022

1a. Name shown first on tax form
 First Name: Alice Jon Test Loan
 Middle Initial:

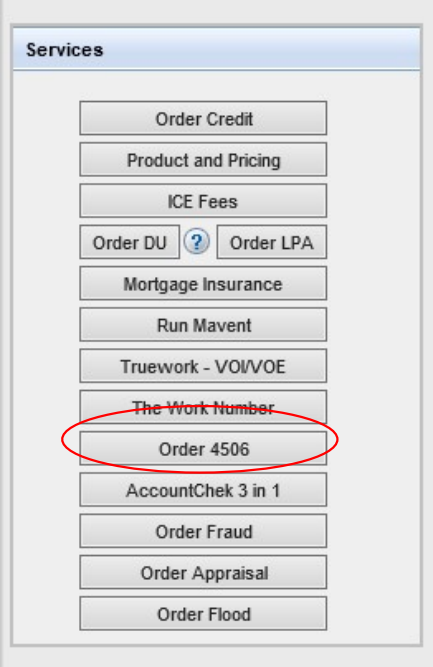
1b.

If you are requesting transcripts for a business, specify the company name and employer identification number on lines 1a and 1b.

Make sure you are checking your information for accuracy. Most returns are due to missed checked boxes, addresses incorrect, or years needed.

Ordering Transcripts

To start your order for Transcripts, press the Order 4506 button on M/I Borrower Summary - Origination Screen



Ordering 4506 Transcripts

The DataVerify screen will open. Select the checkbox next to the desired product. Attach the borrower's 4506C form as well as the esign audit log. Press the paperclip to open the documents to select.



DataVerify Verifications

Loan Information		Contact Information	
Select Borrower	Loan Number	Requester Name	Requester Phone
Alice Firstimer	000100593	Catherine Monasterio	813-393-5737
	Borrower	Requester Email	
	Alice Firstimer	cMonasterio@mihomes.com	

Order Verifications | Check Status

* For every product selected, input a minimum of one year and attach the form. Attach audit trail if not appended to form

Individual Products	Enter Transcript Years*	Form*	Audit Trail
<input checked="" type="checkbox"/> 1040 Borrower	2023 2022 YYYY YYYY		
<input type="checkbox"/> W2 Borrower			
<input type="checkbox"/> 1099 Borrower			
<input type="checkbox"/> SSA Borrower			

Requester Email format incorrect. Please enter valid email address and

Customer Support 1-866-895-3282 | Orders may not be cancelled once submitted

Close | Order



Attach your 4506c form as well as the audit log.

Ordering 4506 Transcripts

When you press the paperclip next to Form, the document files will open for you to select the 4506 and Esign Audit trail form.

Select Products: 1040 Borrower

Enter Transcript Years*: 2023 2022 YYYY YYYY

Form*  Audit Trail 

Select Documents and Files

Document Groups (eDisclosures)

Browser: LOCAL DRIVE
Drop files here to upload

ALL DOCUMENTS | 1 Selected Upload

DOCUMENT FOLDER	ATTACHED FILES	DESCRIPTION	FOR BORROWER PAIR	DOCUMENT STATUS	STATUS DATE	SOURCE	UPLOAD STATUS
<input type="checkbox"/> 1003 - URLA	1003 - URLA.pdf		Alice Firstimer	ready to ship	04/23/2025	EFolder	
<input type="checkbox"/> 1003 - URLA	Sample LOX.pdf		Alice Firstimer	ready to ship	04/23/2025	EFolder	
<input type="checkbox"/> Affiliated Business Arrangement Disclos	Affiliated Business Arrangement Disclosur	Affiliated Business Disclosure	Alice Firstimer	received	04/22/2025	EFolder	
<input type="checkbox"/> Change of Circumstance Cover Letter	Change of Circumstance Cover Letter		Alice Firstimer	received	04/22/2025	EFolder	
<input type="checkbox"/> Cover Letter	Cover Letter		Alice Firstimer	received	04/22/2025	EFolder	
<input type="checkbox"/> Escrow Account Information	Escrow Account Information		Alice Firstimer	ready to ship	04/23/2025	EFolder	
<input checked="" type="checkbox"/> Escrow Account Information	Escrow Account Information.pdf		Alice Firstimer	ready to ship	04/23/2025	EFolder	
<input type="checkbox"/> Escrow Account Information	Escrow Account Information.pdf		Alice Firstimer	ready to ship	04/23/2025	EFolder	
<input type="checkbox"/> Home-Ownership Counseling Acknowk	Home-Ownership Counseling Acknowledg		Alice Firstimer	received	04/22/2025	EFolder	
<input type="checkbox"/> How to Stop Unsolicited Mortgages	How to Stop Unsolicited Mortgages		Alice Firstimer	received	04/22/2025	EFolder	
<input type="checkbox"/> HUD Approved Homeownership Couns	HUD Approved Homeownership Counsell		Alice Firstimer	received	04/22/2025	EFolder	
<input type="checkbox"/> Important Items After Your Loan Approv	Important Items After Your Loan Approval		Alice Firstimer	received	04/22/2025	EFolder	
<input checked="" type="checkbox"/> IRS 4506C - Request for Transcript of Ti	IRS 4506C - Request for Transcript of Tax F		Alice Firstimer	received	04/22/2025	EFolder	
<input type="checkbox"/> Loan Commitment	Loan Commitment.pdf	Loan Commitment	Alice Firstimer	received	04/23/2025	EFolder	
<input type="checkbox"/> Loan Commitment	Loan Commitment.pdf	Loan Commitment	Alice Firstimer	received	04/23/2025	EFolder	
<input type="checkbox"/> Loan Commitment - TX	Loan Commitment - TX.pdf	Loan Commitment - TX	Alice Firstimer	received	04/23/2025	EFolder	
<input type="checkbox"/> Loan Commitment - TX	Loan Co	<input type="checkbox"/> IRS 4506C - Request for Transcript of Ti	IRS 4506C - Request for Transcript of Tax F	Dublin Jefferson Farms	received	04/30/2025	EFolder
<input type="checkbox"/> Loan Commitment - TX		<input type="checkbox"/> IRS 4506C - Request for Transcript of Ti	IRS 4506C - Request for Transcript of Tax F	Dublin Jefferson Farms	received	04/30/2025	EFolder
<input type="checkbox"/> Loan Commitment - TX		<input type="checkbox"/> IRS 4506C - Request for Transcript of Ti	IRS 4506C - Request for Transcript of Tax F	Dublin Jefferson Farms	received	04/30/2025	EFolder
<input type="checkbox"/> Loan Commitment - TX		<input type="checkbox"/> IRS 4506C - Request for Transcript of Ti	IRS 4506C - Request for Transcript of Tax F	Dublin Jefferson Farms	received	04/30/2025	EFolder

Select your documents

Esign = Audit Trail

Esign

Ordering 4506 Transcripts

Once your documents are attached it will bring you back to the DataVerify screen. Press order at the bottom righthand side of the screen.

Services

Loan Information

Select Borrower
Alice Kristens DNUfor LO20 Firstimer

Loan Number: **000100804**
Borrower: **Alice Kristens DNUfor LO20 Firstimer**

Select Business
Business Name not listed

Contact Information

Requester Name: Branch Manager
Requester Phone: 678-867-5309
Requester Email: branchmgr@mihomes.com

Order Verifications | Check Status

* For every product selected, input a minimum of one year and attach the form. Attach audit trail if not appended to form

Individual Products

Select Products	Enter Transcript Years*	Form*	Audit Trail
<input checked="" type="checkbox"/> 1040 Borrower	2024 2023 YYYY YYYY		
<input type="checkbox"/> W2 Borrower			
<input type="checkbox"/> 1099 Borrower			
<input type="checkbox"/> SSA Borrower			

Business Products

Business Name: Business Name EIN: EIN

<input type="checkbox"/> 1065 Business			
<input type="checkbox"/> 1120 Business			

Customer Support 1-866-895-3282 Orders may not be cancelled once submitted

Close **Order**

Transcripts – Checking Status

If you need to confirm an order is received or in progress, you can search for an order by pressing the Check Status tab.



DataVerify Verifications

Loan Information

Select Borrower: [Redacted] Loan Number: [Redacted]
Borrower: [Redacted]

Select Business: Business Name not listed

Contact Information

Requester Name: Kristen J Brown-Stout
Requester Phone: 941-554-2703
Requester Email: kbrown-stout@MIHOMES.com

Order Verifications | **Check Status**

Order Id	Order Date	Last Updated	Form Type	Borrower/ Corporate Name	Years	Status	PDF
41744689	07/24/2025 10:22:26 AM	07/24/2025	SSA	[Redacted]		Completed/Success	
41727966	07/22/2025 01:10:15 PM	07/22/2025	1040	[Redacted]	24, 23	Completed/Success	

If you need any help accessing your account, please contact us at 1-866-895-3282 Close

Transcripts – Order Complete

Once the order is complete; you will need to go into the eFolder and press the Retrieve button. This will bring the document into the eFolder.

Order Id	Order Date	Last Updated	Form Type	Borrower/ Corporate Name	Years	Status
41744689	07/24/2025 10:22:26 AM	07/24/2025	SSA	[REDACTED]		Completed/Success
41727966	07/22/2025 01:10:15 PM	07/22/2025	1040	[REDACTED]	24, 23	Completed/Success

The screenshot shows a toolbar with several buttons: eConsent, Request, eDisclosures, Retrieve, Document Manager, File Manager, and Send. The 'Retrieve' button is circled in red.

Encompass eFolder

eFolder Documents Help

Documents Conditions Packages History

Documents View Standard View

Document Group (All Documents) Stacking Order None

Documents (72)

Att	Fo	Name	Description	For Borrower Pair	Type	Access	For Milestone	Status	Date
		Verifications	Verifications	[REDACTED]	Settlement Service	AU, BM, CL, CU,...	Processing	Received	07/24/25
		Verifications	Verifications	[REDACTED]	Settlement Service	AU, BM, CL, CU,...	Processing	Received	07/23/25
		Application - Other	BOWTOWN RD PROPERTY SEARCH - ...	[REDACTED]	Needed	AU, BM, CL, CU,...	Processing	Received	07/22/25
		Loan Commitment	Loan Commitment	[REDACTED]	eDisclosure	AU, BM, CL, CU,...	Processing	Received	07/22/25



The transcripts will be listed under verifications in the eFolder.

The screenshot displays the Encompass eFolder interface. On the left, the 'Document Details (Verifications)' pane shows the document name 'Verifications', description 'Verifications', and a status of 'Processing'. The 'Tracking' section includes a table of document status changes:

Status	Comments
<input checked="" type="checkbox"/> Requested	07/22/25 01:10 PM iyates
<input type="checkbox"/> Re-requested	
<input checked="" type="checkbox"/> Received	07/23/25 08:02 PM <partnerco
<input type="checkbox"/> Reviewed	
<input type="checkbox"/> Ready for UW	
<input type="checkbox"/> Ready to Ship	

The main window shows a preview of a PDF document titled 'Tax Return Transcripts 41727966 269985881 1040 Alsaf'. The document is a 'DataVerify Taxpayer Tax Return Summary Report' for a married taxpayer filing a joint return. The report includes the following information:

Tax Return Transcripts 41727966 269985881 1040 Alsaf
DataVerify
Taxpayer Tax Return Summary Report

Tax Payer: [Redacted] SSN/EIN: XXXX-XXXX
Order ID: 41727966 Loan Number: [Redacted]
Ordered By: Lindsay Sochist Form: 1040
Years: 24, 23 Date Ordered: 7/22/2025
Date Completed: 7/23/2025 Requesting Company: MI Financial, LLC
DVPIN: ZFH2XYD9QI

Year 2024 - IRS FORM 1040 - STATUS: MARRIED TAXPAYER FILING JOINT RETURN

Item	IRS Info
WAGES, SALARIES, TIPS, ETC.:	\$0.00
TAXABLE INTEREST INCOME(Schedule B):	\$391.00
BUSINESS INCOME OR LOSS(Schedule C):	\$77,458.00
CAPITAL GAIN OR LOSS(Schedule D):	\$1,905.00
RENT/ROYALTY/PARTNERSHIP/ESTATE(Schedule E):	\$0.00
TOTAL INCOME:	\$84,061.00
ADJUSTED GROSS INCOME:	\$71,036.00
OTHER INCOME:	\$0.00

Year 2023 - IRS FORM 1040 - STATUS: MARRIED TAXPAYER FILING JOINT RETURN

Item	IRS Info
WAGES, SALARIES, TIPS, ETC.:	\$0.00
TAXABLE INTEREST INCOME(Schedule B):	\$0.00
BUSINESS INCOME OR LOSS(Schedule C):	\$111,855.00
CAPITAL GAIN OR LOSS(Schedule D):	\$0.00
RENT/ROYALTY/PARTNERSHIP/ESTATE(Schedule E):	\$0.00
TOTAL INCOME:	\$111,855.00
ADJUSTED GROSS INCOME:	\$92,780.00
OTHER INCOME:	\$0.00

Transcripts – Updating Requests

If an updated 4506C is needed to correction information, go into the Request for Transcript and verify your information is updated and correct.

Request for Transcript of Tax				
Request Form and Version	Request For	Type	Year	Transcript Options
4506-C0012022	Borrower	1040	2025	Record of Account

(N/A)

Client Name: MI Financial, LLC
Client Phone: 614-418-8700
Client Address: 1561 Lakefront Drive Suite 206
Client City: Sarasota Client State: FL Client Zip: 34240

6. CAUTION: This tax transcript is being sent to the third party entered on Line 5a and/or 5d. Ensure that lines 5 through 8 are completed before signing.

Enter only one tax form number per request. 1040

a. Return Transcript, 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.

b. Account Transcript, 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.

c. Record of Account, which provides the most detailed information as it is a combination of the Return Transcript and the Account Transcript. Available for current year and 3 prior tax years.

7. Wage and Income transcript (W-2, 1098-E, 1099-G, etc.)

a. Enter a max of three form numbers here; if no entry is made, all forms will be sent.

b. Mark the checkbox for taxpayer(s) requesting the wage and income transcripts. If no box is checked, transcripts will be provided for all listed taxpayers

Line 1a. Line 2a.

8. Year or period requested. Enter the ending date, 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.

12/31/2025 // //

Check this box if you have notified the IRS or the IRS has notified you that one of the years for which you are requesting a transcript involved identity theft on your federal tax return

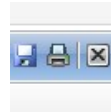
Title (if line 1a above is a corporation, partnership, estate, or trust)



M/I FINANCIAL, LLC
A Subsidiary of M/I Homes, Inc.

Transcripts – Updating Requests

Once information is updated and saved, press the printer icon. Print, standard forms, select IRS4506T, they are listed as 1 and 2. Select the borrower needed and press print. Save the form as a .PDF.



The screenshot shows the 'Request for Transcript of Tax' application window. The main form contains the following information:

- Request Form and Version:** 4506-COct2022
- Request For:** Borrower
- Client Name:** M Financial, LLC
- Client Phone:** 614-418-8700
- Client Address:** 1561 Lakefront Drive Suite 206
- Client City:** Sarasota
- Client State:** FL

Section 6: CAUTION: This tax transcript is being sent to the third party. Ensure that lines 5 through 8 are completed before printing. Enter only one tax form number per request. 1040

- a. Return Transcript, the IRS. A tax return transcript does not reflect the return is processed. Transcripts are only available for Form 1040 series, Form 1065, Form 1120, Form 1120S, Form 1120S, Return transcripts are available for processing during the prior 3 processing years.
- b. Account Transcript, account, such as payments made on the account adjustments made by you or the IRS after the return is limited to items such as tax liability and estimated tax payments. are available for most returns.
- c. Record of Account, which provides the most current year and 3 prior tax years.

Section 7: Wage and Income transcript (W-2, 1098-E, 1099) a. Enter a max of three form numbers here, if no box is checked, transcripts will be provided for the following form numbers: Line 1a. Line 2a.

Section 8: Year or period requested. Enter the ending date, 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. 12/31/2025

Check this box if you have notified the IRS or the IRS has notified you that one of the years for which you are requesting a transcript involved identity theft on your federal tax return

Title (if line 1a above is a corporation, partnership, estate, or trust) _____

The 'Print' dialog box is open, showing a list of 'Selected Forms (1)' with 'IRS4506T - Trans Request (1)' selected. The 'Print' button is highlighted in yellow.

Transcripts – Updating Requests.

Open the .PDF, add a check mark to the signature area of the 4506C (highlighted areas).

Save the document again. Open up DocuSign, send the entire 4506C to the borrower via DocuSign. Once the form is completed, go back into your sent items in DocuSign and click download.

Signatory attests that he/she has read the above attestation clause and upon so reading declares that he/she has the authority to sign the Form 4506-C. See instructions.

Signature for Line 1a (see instructions)	Date	Phone number of taxpayer on line 1a or 2a
<input type="checkbox"/> Form 4506-C was signed by an Authorized Representative	<input checked="" type="checkbox"/> Signatory confirms document was electronically signed	
p [Redacted]		
Sign Here Title (if line 1a above is a corporation, partnership, estate, or trust)		
Spouse's signature (required if listed on Line 2a)	Date	
<input type="checkbox"/> Form 4506-C was signed by an Authorized Representative	<input type="checkbox"/> Signatory confirms document was electronically signed	
Print/Type name		

Catalog Number 72627P www.irs.gov Form **4506-C** (Rev. 10-2022)
For Privacy Act and Paperwork Reduction Act Notice, see page 2.

ENVELOPES

- Inbox
- Sent**
- Completed
- Action Required
- Show More

Search Sent and Folders Date: Last 6 months Status Advanced search Clear

NAME	STATUS	LAST CHANGE	
<input type="checkbox"/> Complete with DocuSign: Dilas Transcript Request.pdf To: Mario Dilas	Completed	4/7/2026 04:47:49 pm	Download
<input type="checkbox"/> 4506C - Tax Transcript Updated To: Jose Teran Silva	Completed	4/6/2026 09:51:26 am	Download

Transcripts – Updating Requests.

Once you download, the three boxes, must be checked to obtain the esign audit log required for submitting the tax transcript request. Click download and a zip file will be created. Click on the zip file and save it to a folder.

Download files

Select which files you want to download:

- All
2 files
- Document
1 PDF
- Certificate of Completion
1 PDF

Combine all PDFs into a single file

Download

docuSign Home Agreements Templates Reports

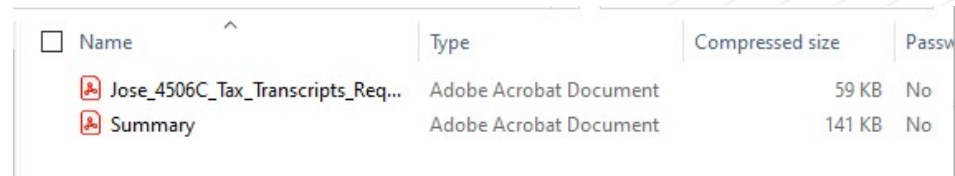
4506C - Tax_Transcript_Updated.zip
199 KB • Done

DocuSign - Radon - V2.docx (10).pdf

Transcripts – Updating Requests.

Save both documents and upload to Encompass.

Follow the same process as original ordering to complete 4506C process.



<input type="checkbox"/>	Name	Type	Compressed size	Passw
<input type="checkbox"/>	Jose_4506C_Tax_Transcripts_Req...	Adobe Acrobat Document	59 KB	No
<input type="checkbox"/>	Summary	Adobe Acrobat Document	141 KB	No



Ordering SSA

In Services, press Order 4506

On the Order Verifications Tab, select SSA Borrower.

Click the paperclip under the form area.

In Select Documents, check mark the SSA form with the esign source and click upload.


Once upload is complete, click done.

Services

Order Credit

Product and Pricing

ICE Fees

Order DU  Order LPA

Mortgage Insurance

Run Mavent

Truework - VOI/VOE

The Work Number

Order 4506

AccountChek 3 in 1

Order Fraud

Order Appraisal

Order Flood

Order Verifications | Check Status

* For every product selected, input a minimum of one year and attach the form. Attach audit trail if not applicable.

Individual Products

Select Products	Enter Transcript Years*	Form*	Audit Trail
<input type="checkbox"/> 1043 Borrower			
<input type="checkbox"/> W2 Borrower			
<input type="checkbox"/> 1099 Borrower			
<input checked="" type="checkbox"/> SSA Borrower			

Select Documents and Files

Document Source: No document group selected

ALL DOCUMENTS | 1 Selected

DOCUMENT FOLDER	ATTACHED FILES	DESCRIPTION	FOR BORROWER FIRM	DOCUMENT STATUS	STATUS DATE	SOURCE	UPLOAD STATUS
Recycle/Rec Bin	SS.pdf		Muhamad Marzouq Ulf Hassan	received	01/16/2025	EFiler	
Recycle/Rec Bin	UNEMP 010125 04.pdf		Muhamad Marzouq Ulf Hassan	received	01/16/2025	EFiler	
Recycle/Rec Bin	Completion Report		Muhamad Marzouq Ulf Hassan	received	01/16/2025	EFiler	
Request to Share Information	Request to Share Information.pdf		Muhamad Marzouq Ulf Hassan	received	01/16/2025	EFiler	
Request to Share Information	Request to Share Information.pdf		Muhamad Marzouq Ulf Hassan	received	01/16/2025	ESign	
Social Security Administration	Social Security Administration .ts		Muhamad Marzouq Ulf Hassan	received	01/16/2025	EFiler	
<input checked="" type="checkbox"/> Social Security Administration	1003646 6166 4416 4776 07166		Muhamad Marzouq Ulf Hassan	received	01/16/2025	ESign	Upload
Recycle/Rec Bin	SS.pdf	SS Confirmation: 2/25/2025	Muhamad Marzouq Ulf Hassan	received	01/16/2025	EFiler	

Select Documents and Files

Document Group: No document group selected

ALL DOCUMENTS | 0 Selected

DOCUMENT FOLDER	ATTACHED FILES	DESCRIPTION	FOR BORROWER FIRM	DOCUMENT STATUS	STATUS DATE	SOURCE	UPLOAD STATUS
Recycle/Rec Bin	SS.pdf		Muhamad Marzouq Ulf Hassan	received	01/16/2025	EFiler	
Recycle/Rec Bin	UNEMP 010125 04.pdf		Muhamad Marzouq Ulf Hassan	received	01/16/2025	EFiler	
Recycle/Rec Bin	Completion Report		Muhamad Marzouq Ulf Hassan	received	01/16/2025	EFiler	
Request to Share Information	Request to Share Information.pdf		Muhamad Marzouq Ulf Hassan	received	01/16/2025	EFiler	
Request to Share Information	Request to Share Information.pdf		Muhamad Marzouq Ulf Hassan	received	01/16/2025	ESign	
Social Security Administration	Social Security Administration .ts		Muhamad Marzouq Ulf Hassan	received	01/16/2025	EFiler	
Social Security Administration	1003646 6166 4416 4776 07166		Muhamad Marzouq Ulf Hassan	received	01/16/2025	ESign	Done

Ordering SSA

You will want to verify the form is uploaded and then click Order.

The screenshot shows a web application interface for ordering SSA. At the top, there are tabs for "Order Verifications" and "Check Status". A note at the top right states: "* for every product selected, input a minimum of one year and attach the form. Attach audit trail if not Applicable to form".

The interface is divided into two main sections: "Individual Products" and "Business Products".

Individual Products:

Select Products	Enter Transcript Years*	Form*	Audit Trail
<input type="checkbox"/> 1040 Borrower			
<input type="checkbox"/> W2 Borrower			
<input type="checkbox"/> 1099 Borrower			
<input checked="" type="checkbox"/> SSA Borrower		12/17 - 12/18	

Business Products:

Select Products	Enter Transcript Years*	Form*	Audit Trail
Business Name: <input type="text"/>	Business Name: <input type="text"/>		
<input type="checkbox"/> 1095 Business			
<input type="checkbox"/> 1120 Business			

At the bottom of the form, there is a footer with "Customer Support 1-866-894-5182" and "Orders may not be cancelled once submitted". A "CASH" button is visible in the bottom right corner, circled in red.

Ordering SSA

Once the order is complete; you will need to go into the eFolder and press the Retrieve button.

This will bring the document into the eFolder.

The screenshot shows a web interface for loan ordering. It includes sections for 'Loan Information' with a 'Select Borrower' dropdown and 'Loan Number' field, and 'Contact Information' with fields for 'Requester Name', 'Requester Phone', and 'Requester Email'. Below these is an 'Order Verifications' section with a 'Check Status' button. The main part of the interface is an 'Orders' table with the following data:

Order ID	Order Date	Last Updated	Form Type	Borrower/ Corporate Name	Years	Status	PDF
41744889	07/24/2025 10:22:28 AM	07/24/2025	SSA	[REDACTED]		Completed/Success	[PDF Icon]
41727966	07/22/2025 01:10:15 PM	07/22/2025	1685	[REDACTED]	24, 25	Completed/Success	[PDF Icon]

This screenshot shows the toolbar of the Encompass eFolder application. The buttons include 'eConsent', 'Request', 'eDisclosures', 'Retrieve', 'Document Manager', 'File Manager', and 'Send'. The 'Retrieve' button is circled in red, indicating it is the next step in the process.

The screenshot shows the 'Documents View' in the Encompass eFolder. It displays a list of documents with the following columns: 'Alt', 'Fo', 'Name', 'Description', 'For Borrower Pair', 'Type', 'Access', 'For Milestone', 'Status', and 'Date'. The documents listed are:

Alt	Fo	Name	Description	For Borrower Pair	Type	Access	For Milestone	Status	Date
		Verifications	Verifications	[REDACTED]	Settlement Service	AU, BM, CL, CU,...	Processing	Received	07/24/25
		Verifications	Verifications	[REDACTED]	Settlement Service	AU, BM, CL, CU,...	Processing	Received	07/23/25
		Application - Other	BOWTOWN RD PROPERTY SEARCH - ...	[REDACTED]	Needed	AU, BM, CL, CU,...	Processing	Received	07/22/25
		Loan Commitment	Loan Commitment	[REDACTED]	eDisclosure	AU, BM, CL, CU,...	Processing	Received	07/22/25

The SSA Document will be listed under verifications in the eFolder.

The screenshot displays a web application interface with the following components:

- Document Details (Verifications):**
 - Name:** Verifications
 - Description:** Verifications
 - For Borrower Pair:** Abdoumajid Alsaf
 - For Milestone:** Processing
 - Access:** AU, BM, CL, CU, FN, LA, LD, LO, LP, Others, PC, UW
 - Conditions:** (Empty field)
 - ATR/QM:** (Empty field)
 - Doc Groups:** (Empty field)
 - Available:** WebCenter TPO Portal EDM Lenders
- Files:**

Name	Date	Current Version
SSA_41744689_2.pdf	07/24/25 10:54 AM	<input checked="" type="checkbox"/>
- Tracking:**
 - Status:** Comments
 - Days to Receive:** (Empty field)
 - Days to Expire:** (Empty field)
 - Requested From:** DataVerify Tax Transcript and SSA 89 Verifica
 - Requested: 07/24/25 10:22 AM (User: jyates)
 - Re-requested
 - Received: 07/24/25 10:54 AM (User: spartnerco)
 - Reviewed
 - Ready for UW
 - Ready to Ship
- Verification Report Content:**
 - DATAVERIFY** logo and Automation Research, Inc. DataVerify text.
 - Identity Report:** SSN: [Redacted], DVPIN: [Redacted]
 - Requestor:** [Redacted], Phone: [Redacted], Price: \$
 - Seal of the Social Security Administration.
 - Text: "The Social Security Administration has searched their database to verify the assignment of the Social Security Number listed below to the subject name listed below, and has confirmed that the information, as entered below, **DOES MATCH.**"
 - First Name:** [Redacted], **Last Name:** [Redacted], **Social:** [Redacted], **DOB:** [Redacted]



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TransOhio Residential Title



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