

Wells Fargo 3rd Party Subordination Checklist



Please complete all sections and provide the required documents as detailed on Page 2.
 Fax **ALL** documents to (866) 238-6875 **AT LEAST TWENTY-FIVE (25) BUSINESS DAYS PRIOR TO CLOSING.** Please **DO NOT** mail or FedEx packages. Please call (800) 945-3056 for status updates.
Requests are subject to a Subordination processing fee of \$195. This fee is waived for collateral properties in NC or TX. Failure to remit payment will delay processing of your Subordination request.
 Please type all responses.

Customer Management Sales Agent Name: _____

Wells Fargo Home Equity Account Information

WF HE Account # _____ Borrower 1 _____ WF Emp?
 Additional HE Liens to Sub? Yes No Borrower 2 _____ WF Emp?
 If Yes, Acct # _____ Customer Email: _____

Requestor Information

Please indicate who to contact for additional information and approval notification. Joint Venture? Yes No
 WFHM Wholesale? Yes No

Company _____
 Name _____
 Street _____
 City _____, St __ Zip _____
 Email _____
 Phone _____ Ext _____
 Cell _____ Fax _____

Recipient Information

Please indicate where to send the completed Subordination agreement. Same as Requestor Yes No

Escrow # _____
 Company _____
 Name _____
 Street _____
 City _____, St __ Zip _____
 Email _____
 Phone _____ Ext _____
 Cell _____ Fax _____

Transaction Information Details

New 1st Mortgage Lender, as it should appear on the new Subordination agreement:

New 1st Mortgage

Amount \$ _____
 Payment \$ _____ Rate _____ Term (Yrs) _____
 Type Fixed ARM Opt/Arm Neg/AM Other
 If Other, Please Specify _____
 Account/App Number _____
 Closing Date _____ Rate Lock Exp Date _____

Distribution of Cash-Out Funds:

Benefit to Borrower

- Yes No Is this request an FHA/VA Streamline Subordination
- Yes No This request is part of Homeowners Affordability Refinance Plan (HARP)
- Yes No This Request is part of Homeowners Affordability Modification Plan (HAMP)
- Yes No Reduction to the Home Equity Limit Requested. Please reduce to*: _____
- Yes No Proceeds from the refinance will be going to the customer or outside debts. Amt: _____
- Yes No The sole purpose of proceeds from the refinance will be to pay down the Wells Fargo equity account.
- Yes No New York property - Is property a Co-Op.

Wells Fargo 3rd Party Subordination Checklist Instructions



Please thoroughly complete all sections and attach the requested forms. Complete Subordination requests must include all of the following items. Incomplete requests submissions may cause processing delays and may be declined. The following items **must** be included in your Request:

- **Completed Subordination Checklist (Page 1)** including:
 - Detailed explanation of Cash Out (**Required** when there is "cash out".)
 - FEDEX or UPS Account Number is **required** for shipping. If you are providing a shipping label please provide a "return" label.
 - A clear statement of benefit to borrower
- **Completed FNMA Form 1003** - UNIFORM RESIDENTIAL LOAN APPLICATION.
- **Completed FNMA Form 1008** - UNDERWRITING TRANSMITTAL FORM.
- **PRELIMINARY TITLE REPORT**. Must show vesting, legal description, effective date & our recorded lien(s).
- **Trust Certification** - Properties vested in a trust require a signed, notarized copy of the trust certification
- **Completed FNMA Form 1004/1073** - UNIFORM RESIDENTIAL APPRAISAL REPORT.
- **Completed and Signed Form 4506T** – All parties must sign.
- **Income documentation** - Include documentation for income verification:
 - W2 / Paystubs / Award Letters
 - Self Employed borrowers will typically require 2 years personal and business tax returns including all schedules.
- (Optional) A rate lock document or commitment

The underwriter may require additional items (appraisal review, trust certification, etc).

For security purposes do not email required documents or trailing documents to requesting processor/underwriter.

***Credit Limit Reductions to the Wells Fargo Home Equity line of credit commitment will require a signed modification agreement that will be provided in the Subordination package.**

Subordination requests are subject to a Subordination processing fee of \$195. This fee is waived for FHA2LP and collateral properties in North Carolina or Texas. A \$50 redraw processing fee may apply if changes to the Subordination request are made after the request has been fulfilled. All fees are due at time of submission and are non-refundable. Failure to remit payment with package may delay Subordination processing.

Please send check made payable to **Wells Fargo Bank** to:

Wells Fargo Bank
 Subordination Team – MAC P6051-019
 18700 NW Walker Road, Building #92
 Beaverton, OR 97006

Customer email information may be used to contact the customer regarding the status of this request or their account.

In some situations Wells Fargo Home Equity is unable to process a Subordination request. These instances include:

- Reverse Mortgages
- Bridge Financing
- Property vested in an irrevocable trust

Wells Fargo Home Equity Subordinations appreciates your assistance in making the Subordination Process as efficient and timely as possible. Please allow a minimum of 25 Business days for processing of a Subordination Agreement.

You will receive a system generated email acknowledging receipt of all required documents and when the file has been decided by an underwriter.

For Subordination status or any changes to your submitted request, please contact Home Equity Group Customer Service at (800) 945-3056.



REQUEST FOR CREDIT LIMIT REDUCTION (Home Equity Line of Credit)

Please complete the information as requested below.

Account # or Ref #	
New Credit Limit	
Borrower Name	
Co-Borrower Name	

In accordance with my request for a subordination, I hereby request that Wells Fargo Bank permanently reduce the credit limit of my above account (the "Account") to the amount referenced above as the "New Credit Limit."

AT LEAST ONE BORROWER ON THE ACCOUNT MUST SIGN THIS FORM

(Please sign and date where indicated below)

Borrower Signature	Date
Co-Borrower Signature	Date

Completed forms can be faxed to **1-866-505-6944** or mailed to:

Wells Fargo Bank
PO Box 4149
Portland, OR 97208-4149

If you have any questions or need additional information regarding this form, please contact us at 1-800-945-3056 Monday through Friday 8:00 a.m. to 8:00 p.m. EST. Thank you for banking with Wells Fargo Bank.

Form **4506-T**
(Rev. January 2011)
Department of the Treasury
Internal Revenue Service

Request for Transcript of Tax Return

OMB No. 1545-1872

► 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 quickly request transcripts by using our automated self-help service tools. Please visit us at IRS.gov and click on "Order a Transcript" or call 1-800-908-9946. 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, individual taxpayer identification number, or employer identification number (see instructions)
2a If a joint return, enter spouse's name shown on tax return.	2b Second social security number or individual taxpayer identification number if joint tax return
3 Current name, address (including apt., room, or suite no.), city, state, and ZIP code (See instructions)	
4 Previous address shown on the last return filed if different from line 3 (See instructions)	
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.	

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. ►

- 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.

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	_____	_____	Telephone number of taxpayer on line 1a or 2a
	Signature (see instructions)	Date	
	_____	_____	
	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 RAIVS teams, send your request to the team based on the address of your most recent return.

Automated transcript request. You can quickly request transcripts by using our automated self help-service tools. Please visit us at IRS.gov and click on "Order a Transcript" or call 1-800-908-9946.

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 (After June 30, 2011, send your transcript requests to Kansas City, MO)	RAIVS Team P.O. Box 47-421 Stop 91 Doraville, GA 30362 770-455-2335
Alabama, Kentucky, Louisiana, Mississippi, Tennessee, Texas, a foreign country, American Samoa, Puerto Rico, Guam, the Commonwealth of the Northern Mariana Islands, the U.S. Virgin Islands, or A.P.O. or F.P.O. address	RAIVS Team Stop 6716 AUSC Austin, TX 73301 512-460-2272
Alaska, Arizona, Arkansas, 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
Connecticut, Delaware, District of Columbia, Maine, Maryland, Massachusetts, Missouri, New Hampshire, New Jersey, New York, North Carolina, Ohio, Pennsylvania, Rhode Island, South Carolina, Vermont, Virginia, West Virginia	RAIVS Team Stop 6705 P-6 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, 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, Tennessee, 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) or your individual taxpayer identification number (ITIN) shown on the return. For example, if you are requesting Form 1040 that includes Schedule C (Form 1040), enter your SSN.

Line 3. Enter your current address. If you use a P. O. box, include it on this line.

Line 4. Enter the address shown on the last return filed if different from the address entered on line 3.

Note. If the address on Lines 3 and 4 are different and you have not changed your address with the IRS, file Form 8822, Change of Address.

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, the District of Columbia, and U.S. commonwealths and possessions 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.