




MEMORANDUM

VIA E-MAIL

TO: All Participating Lenders

FROM: Kay Bowe   
Underwriting Manager

DATE: October 4, 2018

SUBJECT: 4506T Updated

We have once again have been notified of changes made by the IRS to the 4506T form. This revision was effective September 23, 2018. Any loans originated and/or closed after this date should have the current form in the file. If the file is being underwritten by WVHDF, the updated form will be required prior to closing. For loans which the OK to Fund has already been issued, and for delegated lenders; the updated form should be provided in the closed loan file. These forms must be fully completed with correct information and signed. Please keep in mind that all loans delivered to the Fund, require the correct verbiage in section 5 for our quality control company. We currently require tax years 2015, 2016 and 2017 completed. Also, if returns were filed jointly, information is required to be completed on line 2a & 2b. If borrower was not at current address when the previous returns were filed, previous address is required on line 4.

The 4506T on WVHDF's website has been updated for use or for your convenience in obtaining information. We appreciate your attention to this matter and for your partnership with WVHDF.

Please contact myself or Patti Shamblin with any questions.