

### Checklist for the SVOG-Specific Version of IRS Form 4506-T

- 1a - Enter your Name. (This must be the same name that you entered on your 2019 tax return.)
- 1b - Enter the Corporation EIN# or Individual SSN# that you entered on your 2019 tax return. (This EIN must also match the EIN used for your SVOG application.)
- 2a and 2b - Only complete if in 2019 you filed a 1040 and you were married filing jointly. If you filed any other tax form, or if you filed a 1040 but were not married filing jointly, leave lines 2a and 2b blank.
- 3 - Enter your current address. (If your name is different now than the name you used on your 2019 tax return, enter your current name as well.)
- 4 - Enter your previous address if it is different than the current address on line 3. If your current address is the same as it was when you filed your 2019 tax returns, leave line 4 blank.
- 5a - Do not change. It is prefilled with the correct information.
- 5b - Enter your Customer file number. Your Customer file number will be displayed on the Required Documents Step.
  - Do NOT include the “DA-“ at the beginning of your Customer file number.
- 6 - Enter the tax form you used filing your 2019 business federal income tax return. (Form 1040, 1065, 1120, 1120-S, 990, or 990-EZ)
  - Do NOT include any other numbers or words next to your tax form type. For example, do not include “Schedule C” or any other information.
  - For those using 1120-S, or 990-EZ, include the alphabetic identifier following the form number.
- 6a – Do NOT check.
- 6b – Do NOT check.
- 6c - Check this box.
- 7 – Do NOT check.
- 8 – Do NOT check.
- 9 - Do not change. It is prefilled with the correct information.
- Check the box **directly above** the Signature line.
- Provide a wet signature on the Signature line by printing the form and signing in pen. This must be the signature of an authorized agent of the business and must be the same person whose government ID is provided in the application.
- Enter the title of the person who signed on the Signature line.
- Ensure the title is an acceptable title for the tax form type. (No title is required for 1040 tax form.)
- Upload the 4506-T into the SVOG portal in pdf version.
  - Only upload ONE 4506-T.