



IDValidation Reference Guide

***Getting the Right Knowledge
To the Right People
At the Right Time***

Serving Businesses since 2001



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 This Reference Guide is also posted in “Resources” on our portal.

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IRS Compliance Requirements

Submitting the wrong **Tax Form number** or **fiscal month** will result in Transcript returned as **"No record of return filed"**.

Form 4506-T
(Rev. September 2015)
Department of the Treasury
Internal Revenue Service

Request for Transcript of Tax Return

▶ **Do not sign this form unless all applicable lines have been completed.**
▶ **Request may be rejected if the form is incomplete or illegible.**

OMB No. 1545-1872

1a Name shown on tax return. If a joint return, enter the name shown first.

2a If a joint return, enter spouse's name shown on tax return.
1040: Only ONE signature is required.
W-2: If both Lines 1 & 2 are completed, then both will be processed

3 Current name, address (including apt., room, or suite no.), city, state, and ZIP code (see instructions)
Address must match the IRS record database. See Address Acceptance Format in this Reference Guide.

4 Previous address shown on the last return filed if different from line 3 (see instructions)
Include last known Address if taxpayer has changed Addresses since filing their last Tax Return.

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. Do not change or modify this line.

Computer Information Development LLC 3350 Gilman Rd, El Monte, CA 91732 (888) 438-8830 Part ID: 0000302157 idvtax12

Caution: If the tax transcript is being mailed to a third party, ensure that you have filled in lines 6 through 9 before signing. Sign and date the form once you have filled in these lines. Completing these steps helps to protect your privacy.

1b First social security number on tax return, individual taxpayer identification number, or employer identification number (see instructions)

2b Second social security number or individual taxpayer identification number if joint tax return

resulting in two charges. If you only want the Line 2a, then circle that Name.

6 Transcript requested. Enter the tax form number here (1040, 1065, 1120, etc.) and check the appropriate box below. Enter only one tax form per request. ▶ Ex: "1040", "1120", etc. (For Employer-supplied Wage & Income Documents (W-2, 1099) mark Line 8 check box below.)

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 1120-A, Form 1120-H, Form 1120-L, and Form 1120S. Return transcripts are available for the current year and returns processed during the prior 3 processing years.

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.

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 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.

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 2011, filed in 2012, will likely not be available from the IRS until 2013. If you need W-2 information for retirement purposes, you should contact the Social Security Administration at 1-800-772-1213.

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 / 2013	/ /	/ /
----------------	----------------	-----	-----

Years requested do NOT have to be consecutive. Quarterly requests are acceptable for Wage & Income Documents. Most requests are thru Dec 31st.

Caution: Do not sign this form unless all applicable lines have been completed.

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, at least one spouse must sign. If signed by a corporate officer, 1 percent or more shareholder, partner, managing member, 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 the signature date.

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

Phone number of taxpayer on line 1a or 2a

Signature (see instructions)

Date

Sign Here **Business returns (1120, 1065), Company Name on Line 1a, EIN on 1b, Signature w/ TITLE of an officer/member and Date required.**

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

Date

Spouse's signature

Date

For Privacy Act and Paperwork Reduction Act Notice, see page 2. Cat. No. 37667N Form 4506-T (Rev. 9-2015)



Form 4506T Instructions

Form 4506-T (Rev. 9-2015)

Section references are to the Internal Revenue Code unless otherwise noted.

Future Developments

For the latest information about Form 4506-T and its instructions, go to www.irs.gov/form4506t. Information about any recent developments affecting Form 4506-T (such as legislation enacted after we released it) will be posted on that page.

General Instructions

Caution: Do not sign this form unless all applicable lines have been completed.

Purpose of form. Use Form 4506-T to request tax return information. You can also designate (on line 5) a third party to receive the information. Taxpayers using a tax year beginning in one calendar year and ending in the following year (fiscal tax year) must file Form 4506-T to request a return transcript.

Note: If you are unsure of which type of transcript you need, request the **Record of Account**, as it provides the most detailed information.

Tip. Use Form 4506, Request for Copy of Tax Return, to request copies of tax returns.

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 addresses on lines 3 and 4 are different and you have not changed your address with the IRS, file Form 8822, Change of Address. For a business address, file Form 8822-B, Change of Address or Responsible Party — Business.

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. Ensure that all applicable lines are completed before signing.

CAUTION You must check the box in the signature area to acknowledge you have the authority to sign and request the information. The form will not be processed and returned to you if the box is unchecked.

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. A bona fide shareholder of record owning 1 percent or more of the outstanding stock of the corporation may submit a Form 4506-T but must provide documentation to support the requester's right to receive the information.

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 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.

Note: If you are Heir at law, Next of kin, or Beneficiary you must be able to establish a material interest in the estate or trust.

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.

Signature by a representative. A representative can sign Form 4506-T for a taxpayer only if the taxpayer has specifically delegated this authority to the representative on Form 2848, line 5. The representative must attach Form 2848 showing the delegation to Form 4506-T.

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:

Internal Revenue Service
Tax Forms and Publications Division
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.



IRS Address Acceptance Format

Examples of when the IRS will accept or reject an address on Form 4506T.

Address on Request	Accept	Reject	Correct
Missing a number in street address (all remaining address items match: City, State, ZIP Code, etc.)	OK		1492 Canary Rd. Lincoln, OH 45423
Extra number in street address (all remaining address items match: City, State, ZIP Code, etc.)	OK		11903 Cedar Rd. Ste 12 Pierce, KS 66102
Transposition of numbers in address (all remaining address items match: City, State, ZIP Code, etc.)	OK		123 Juniper Dr. Hayes, TX 72385
Transposition of number in P.O. Box (all remaining address items match: City, State, ZIP Code, etc.)	OK		P.O. Box 152 Cleveland, IL 74520
Directional missing (E, W, N, S, etc.) before or after street name		X	2306 Orange Rd. Grant, MO 64101
Apartment number, building number, Suite number, etc., missing (Bldg., Apt., Ste., etc.)		X	782 Poplar Ave. Madison, KS 66102
Missing prefix (Bldg., Apt., Ste., etc.)		X	971 Pine 7 Cleveland, IL 74520
Missing address designation ; Terrace., Court, Circle, etc.		X	7923 E. Orchid Towhee, IL 61615
Abbreviations used in lieu of full names (all remaining address items match: City, State, ZIP Code, etc.)	OK		864 East Pine Ave. Adams, CO 74516
City missing (all remaining address items match: Street name and number, State, and ZIP Code)	OK		1221 Redbud Lane ____ MO 64189
Different city (all remaining address items match: Street name and number, State, and ZIP Code)	OK		9546 Rose Parkway Harrison, MO 64189
State missing (all remaining address items match: Street name and number, City, and ZIP Code)	OK		1221 Redbud Lane Harrisonville, __ 64189
Different state (all remaining address items match: Street name and number, City, and ZIP Code)	OK		9546 Rose Parkway Harrison, KS 64189
Missing ZIP Code		X	7502 Ebony St. Tyler, NY _____
Different ZIP Code only last digit or two are different.	OK		3725 Magnolia Rd. Garfield, CA 95819
Transposed numbers at the beginning of the ZIP Code		X	8835 Hemlock Dr. Harding, GA 45134
2 or more items incorrect that would be accepted on their own (i.e. Different state and ZIP code)		X	9546 Rose Parkway Harrison, KS 64189



4506T Rejection Codes

These are the Codes/Explanations for when you receive an IRS Form 4506T Rejection.

	Code #
Line 1a / 2a - Taxpayer Name Altered without taxpayer initials , Illegible, Missing, Incomplete, or Invalid	1 Entity
Line 1b / 2b - SSN / ITIN / EIN Altered without initials , Illegible, Missing, Incomplete, Invalid, not 9 digits	1 Entity
Line 3 or 4 - Taxpayer Address is Altered without taxpayer initials , Illegible, Missing, Incomplete, or 2 Addresses present on line 3 and/or line 4.	2 Address
Line 5 - Any of the following information is Missing, Altered, Illegible, or Incomplete or is a label: Computer Information Development LLC 3350 Gilman Rd, El Monte, CA 91732 (888) 438-8830 Part ID: 0000302157 idvtax12	3 Identity
Secure Object Repository (SOR) ; issue with the transmission of the document. Resubmit the request.	4 SOR
Form 4506-T was not received .	5 Product
Line 6 Form Type : does not match Taxpayer TIN format.	5 Product
Line 6 is : Altered without taxpayer initials, Illegible, Incomplete, Missing, Invalid, or Blank.	5 Product
Box 6a, 6b, 6c or 8 : is Blank / No checkmark is present	5 Product
Line 6 is : Altered (without initials), Illegible, Incomplete, Missing, Blank.	5 Product
Box 7 - Checked	5 Product
Line 9 - Altered without taxpayer initials, Illegible, Incomplete or Missing, Blank or Old or Future years	5 Product
Power of Attorney (POA) did not authorize - Forms, Products, or years requested.	5 Product
POA Signature - is Missing, Illegible, Incomplete, or Altered (without POA initials).	6 Signature
Signature - is Missing, Illegible, Incomplete, Altered (without taxpayer initials), or does not match the name on Line 1a, 2a, or 3. Attestation Check box might not have been marked as required.	6 Signature
Title (Business request ONLY) for person signing is not present.	6 Signature
Signature Date - Difference between the IRS Received Date and signature date is more than 120 days .	7 Date
Date Missing - Signature date is Altered (without initials), Illegible, Missing, Incomplete, or Invalid.	7 Date
Information on Form is illegible .	8 Illegible
Information on Form is altered .	9 Altered
Due to limitations IRS will NOT process the Transcript request because of possible ID theft . Taxpayer will receive notice from the IRS and may call IRS Identity Theft Toll Free at 1 (800) 908-4490 . Data can be issued to taxpayer. Note: IRS ID Theft department does interact with the taxpayer.	10 Limitations

Instructions for Signature by Representative (such as Power of Attorney)

Submitting the wrong Tax Form number or fiscal month will result in Transcript returned as "No record of return filed".

Form 4506-T Request for Transcript of Tax Return

(Rev. September 2015)
Department of the Treasury
Internal Revenue Service

Do not sign this form unless all applicable lines have been completed.
Request may be rejected if the form is incomplete or illegible.

OMB No. 1545-1872

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)

IRS checks Name, SSN, ITIN, or EIN and Address for identification purposes.

2a If a joint return, enter spouse's name shown on tax return.
1040: Only ONE signature is required.

2b Second social security number or individual taxpayer identification number if joint tax return

W-2: If both Lines 1 & 2 are completed, then both will be processed resulting in two charges. If you only want the Line 2a, then circle that Name.

3 Current name, address (including apt., room, or suite no.), city, state, and ZIP code (see instructions)
Address must match the IRS record database. See Address Acceptance Format in this Reference Guide.

4 Previous address shown on the last return filed if different from line 3 (see instructions)
Include last known Address if taxpayer has changed Addresses since filing their last Tax Return.

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. Do not change or modify this line.

Computer Information Development LLC 3350 Gilman Rd, El Monte, CA 91732 (888) 438-8830 Part ID: 0000302157 idvtax12

Caution: If the tax transcript is being mailed to a third party, ensure that you have filled in lines 6 through 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 per request. Ex: "1040", "1120", etc. (For Employer-supplied Wage & Income Documents (W-2, 1099) mark Line 8 check box below.)

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 1120-A, Form 1120-H, Form 1120-L, and Form 1120S. Return transcripts are available for the current year and returns processed during the prior 3 processing years.

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.

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 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.

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 2011, filed in 2012, will likely not be available from the IRS until 2013. If you need W-2 information for retirement purposes, you should contact the Social Security Administration at 1-800-772-1213.

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 / 2013 | / / | / / |

Years requested do NOT have to be consecutive. Quarterly requests are acceptable for Wage & Income Documents. Most requests are thru Dec 31st.

Caution: Do not sign this form unless all applicable lines have been completed.

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, at least one spouse must sign. If signed by a corporate officer, 1 percent or more shareholder, partner, managing member, 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 the signature date.

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

Phone number of taxpayer on line 1a or 2a

A representative can sign ONLY if given authority on Form 2848, Line 5.

Signature (see instructions) Date

The representative must ATTACH Form 2848 showing the delegation to Form 4506T.

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

Spouse's signature Date

For Privacy Act and Paperwork Reduction Act Notice, see page 2.

Cat. No. 37667N

Form 4506-T (Rev. 9-2015)



Form 4506T Hints, Tips and Miscellaneous Items

Name change

- If you changed your name, sign your current name

When requesting Form 1040 Transcripts:

- Only one (1) signature is required for processing
- Joint Tax Returns will yield one Transcript report
- Line 6 "Transcript requested" must have **only one** (1) check box marked; **either a, b, or c**
- Line 8 "Form W-2, Form 1099, etc." must have the Line 8 check box marked
- Line 9 Years do not have to be consecutive. Most requests are for full year ending 12/31/YYYY. Quarters may be requested.

When requesting W-2 and 1099 Transcripts:

- If both spouses are included on the Form (Lines 1a and 2a), then both Line 1a and Line 2a will be processed.
- If you want ONLY one (1) spouse's Transcript, then **circle** that taxpayer.

When will a Transcript be ready?

There is at least a 4-week delay from the filing date before the Transcript will be ready to be released. For example, for Tax Filing on April 1st, the Transcript will be ready in May.

General information about Individual Taxpayer Identification Number (ITIN/TIN)

An Individual Taxpayer Identification Number (ITIN) is a tax processing number issued by the IRS. It is a 9-digit number that always begins with 9 and has a 7 or 8 or 9 in the fourth digit. For example, 9XX-7X-XXXX. IRS issues ITINs to individuals who are required to have a U.S. Taxpayer Identification Number but who do not have, and are not eligible to obtain a Social Security Number (SSN). ITINs are issued regardless of immigration status because both resident and nonresident aliens may have U.S. tax return and payment responsibilities under the Internal Revenue Code. Individuals must have a filing requirement and file a valid federal income tax return to receive an ITIN, unless they meet an exception.

A problem with Blue Ink

The information sometimes is not legible when **blue** ink is used to complete Form 4506-T Requests. To alleviate rejections for missing information and to better service the taxpayer, the IRS recommends that the use of **blue** ink be discontinued.

Identity Theft at almost 5%

IRS reports that almost 5% of requests are fraudulent and will **NOT** process these Transcript requests because of **possible ID theft**. Taxpayer will receive notice and may call **IRS Identity Theft Protection Security Unit Toll Free at (800) 908-4490**. Data can be issued to taxpayer. When the taxpayer calls, the IRS may release the Transcripts via fax after the IRS confirms the Form was requested. Once a taxpayer's account has been flagged with a Code 10, that flag may stay on the indefinitely.

For Business returns (1120 and 1065) use Company's name, EIN, and a Signature/Date of an officer/member including **Title of owner, officer, or partner**.

Miscellaneous

- Only one type of Transcript request per 4506T Form; e.g., you cannot order W-2 and 1040 on same Form
- Submit separate coversheet and 4506-T form for additional transcripts for different applicants.
- Signature must be within 120 days of request
- Transcripts are returned usually within 3 to 4 days.
- Rejected Forms will be returned usually within 2 to 3 days.



SSA Compliance Requirements for Form SSA-89

This legal document **must be legible** to meet SSA regulations.
Corrections should be **rewritten and initialed** by applicant.

Form Approved
OMB No. 0960-0760

Social Security Administration

Authorization for the Social Security Administration (SSA) To Release Social Security Number (SSN) Verification

Printed Name 1	Date of Birth: 2	Social Security Number: 3
-----------------------	-------------------------	----------------------------------

I want this information released because I am conducting the following business transaction:

4 Good examples, "Loan", "Employment", "Tenant screen". **Do NOT** submit "ID verification", "Proof of ID", "Background check".

5 Reason(s) for using CBSV: (Please select all that apply)

- Mortgage Service Banking Service
 Background Check License Requirement
 Credit Check Other

with the following company ("the Company"):

6 Company Name: This is Your Company Name (Do Not Change This Line) ←

Company Address: This is Your Company Address (Do Not Change This Line) ←

I authorize the Social Security Administration to verify my name and SSN to the Company and/or the Company's Agent, if applicable, for the purpose I identified.

The name and address of the Company's Agent is:

7 Computer Information Development 713 W. Duarte Rd. #106 Arcadia, CA 91007 (Do Not Change or Modify This Line) ←

I am the individual to whom the Social Security number was issued or the parent or legal guardian of a minor, or the legal guardian of a legally incompetent adult. I declare and affirm under the penalty of perjury that the information contained herein is true and correct. I acknowledge that if I make any representation that I know is false to obtain information from Social Security records, I could be found guilty of a misdemeanor and fined up to \$5,000.

8 This consent is valid only for 90 days from the date signed, unless indicated otherwise by the individual named above. If you wish to change this timeframe, fill in the following:

This consent is valid for ___ days from the date signed. ___ (Please initial.) Only if time frame is changed

9 Signature Must be wet-signed per SSA regulations Date Signed **10** _____

11 Relationship (if not the individual to whom the SSN was issued): Usually remains blank. If Parent or Guardian, they must sign the Form, NOT the minor.

Contact information of individual signing authorization:

12 Address Must be complete Address

City/State/ZIP including ZIP Code

13 Phone Number If applicant does not have a telephone, then "No phone" must be written

Privacy Act Statement

This section must be included with your request.

SSA is authorized to collect information on this form under Sections 205 and 1106 of the Social Security Act and the Privacy Act of 1974 (5 U.S.C. § 552a). We need this information to provide verification of your name and SSN to the Company and/or the Company's Agent named on this form. Giving us this information is voluntary. However, we cannot honor your request to release this information without your consent. SSA may also use the information we collect on this form for such purposes authorized by law, including to ensure the Company and/or Company's Agent's appropriate use of the SSN verification service.

Paperwork Reduction Act Statement - This information collection meets requirements of 44 U.S.C. § 3507, as amended by section 2 of the Paperwork Reduction Act of 1995. You do not need to answer these questions unless we display a valid Office of Management and Budget control number. We estimate that it will take about 3 minutes to complete. You may send comments on our time estimate to: SSA, 6401 Security Blvd., Baltimore, MD 21235-6401. **Send to this address only comments relating to our time estimate, not the completed form.**

TEAR OFF

NOTICE TO NUMBER HOLDER - The Company and/or its Agent have entered into an agreement with SSA that, among other things, includes restrictions on the further use and disclosure of SSA's verification of your SSN. To view a copy of the entire model agreement, visit <http://www.ssa.gov/cbsv/docs/SampleUserAgreement.pdf>

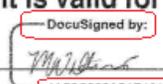
Form SSA-89 (06-2013) **This version must be used.**



Examples of Non-compliant E-signed SSA-89 Forms

Our Compliance Auditors and the SSA will reject SSA-89 Forms for improper signature. **Consent on SSA-89 Forms must be wet-signed by the applicant/SSN holder.** The SSA defines consent as the written signature of an adult. We are required to follow all requirements contained within the **CBSV User Agreement** and retain Forms for SSA Auditing.

Used an E-sign service (DocuSign)

This consent is valid for _____ days from the date signed. MM
Signature  Date Sign _____
DocuSigned by: [Signature] ID: [4A52C896A51E481]

Cut and Paste? Or Stamped?

Signature Harvey L. Swann Jr
Relationship (if not the individual to whom the SSN _____)

Suspicious because of extreme blurriness

This consent is valid for _____ days from the date sign
Signature 

Might be wet-signed, but probable stylus/mouse signature because Last Name is Grant, not Gct

is valid for _____ days from
Csh E Grant
f not the individual to whom th _____

What's wrong here? It's a font script.

Letters are identical Letters don't touch properly
Bernadette Murphy

Script font or stamp. Clues: the size, position, and identical letters

Signature Stephan L Reynolds
Relationship (if not the Individual to whom _____)

What is this?

 (Please Initial.)
Signed 1/2/16
ed): _____



Form SSA-89 (CBSV) Hints, Tips and Miscellaneous Items

Always use current version of SSA-89 Form found on the IDValidation "**Resource**" tab on the Portal.

Form SSA-89 must not be altered; it is an Office of Management and Budget (OMB) approved legal document.

Form SSA-89 must identify a specific business purpose (e.g., "New account", "Employment", "Tenant screen", "Loan"). General purposes are **NOT** acceptable (e.g., "Identity verification", "Proof or confirmation of ID", "Background check").

SSA Validation results are only for the purpose stated on the Form and no further use or re-disclosure is permitted.

Supporting documents for a Minor must be uploaded with the Form. The adult must provide proof of their relationship to the minor. Birth certificate of minor, adoption records, or other currently valid court document showing authority or guardianship is required. **Any individual prior to their 18th birthday is a minor unless a court deems otherwise.**

Check actual SSN data to eliminate unnecessary rechecks. "Jim" instead of "James" may return an "Unsuccessful" Result.

Individuals with only one name: "Unknown" or "U" must be submitted in the **First Name field** and the **single name** must be submitted in the **Last Name field**. For example, Cher is input as "Unknown" (First name) and "Cher" (Last name).

Name change: Applicants must visit a SSA Field Office in-person (<https://www.ssa.gov/locator>) to update their record.

Typographical errors, but Successful Results?

SSA proprietary algorithm allows a typographical error if all other personal identifiers are correct in the SSA Master File.

For example, Last name "Wickware" might be validated "Successful" even if input as "Wickwrae". ***The transposition of two letters was allowed by the SSA because the SSN, DOB, and Death Indicator all matched correct for that applicant. The SSA does not share details of their algorithm.***

Here's an example using "Sally Palma" with SSN 123-45-6789 and DOB March 29, 1960:

- Pal**am** Transposed letters = "Successful"
- 123-45-678**0** Wrong digit in SSN = "Unsuccessful"
- 123-45-67**98** Transposed digits in SSN = "Unsuccessful"
- March **30**, 1960 Off by 1 day = "Successful"
- Sully Wrong letter = "Successful"



CBSV storage requirements for SSA-89 Forms

Record retention policy has the following elements, if applicable:

- a. **Paper consent forms** are stored in a locked fireproof/waterproof container and access is limited to authorized users. Paper consent forms converted to electronic media are destroyed.
- b. **Electronic consent forms** are password protected, encrypted, and only authorized personnel have access to these files. Passwords issued to personnel who no longer work for the company or no longer work in the capacity to have access to the files are voided. Paper consent forms converted to electronic media are destroyed. Disaster recovery procedures are in place and are being followed.
- c. **Removable Electronic Media** (e.g. CD, DVD, flash drive) are encrypted and all removable electronic media is stored in a locked, fireproof/waterproof storage receptacle. Only authorized users have access to this media. Paper consent forms have been properly destroyed after being stored electronically.

CBSV Search Results

Each request submitted will be returned with a "Match", "No Match", or "Deceased" verification code.

"Match" Successful: All personal identifiers match the SSA record resources and SSA will return a Successful "Match".

"No Match" and "Deceased" Unsuccessful Results: Action Required!

If the submission does not match SSA records, then take the following actions:

1. Review the data submitted to SSA against the data contained in your records. If it does not match, resubmit the corrected data to SSA for verification. The cost for the resubmission will be borne by you, the Requesting Party.
2. If data in your records matches the data submitted to SSA, then re-contact the SSN holder and ask to see his/her Social Security Card and/or verify the information provided to assure that the SSN and name were correctly input on the request. If the number holder corrects the original data, then you should submit the corrected data to SSA for verification. The cost for resubmission will be borne by you, the Requesting Party.
3. If you cannot resolve the "No Match" data discrepancy, then you will refer the SSN holder to visit the SSA Field Office that services where he/she resides (SSA Field Office locator: <https://www.ssa.gov/locator>) to determine nature of problem and inform IDValidation to ensure CBSV requirements are met and **allows us to track all "No Match" applicants as possible fraud suspects. Inform IDValidation via email at cbsv@IDValidaiton.net**
4. In extremely rare cases, there may be an error in the SSA data. Applicant will need to correct this at a SSA field office.

Note: If the SSA record is wrong (which is extremely rare), only the SSN Holder can request the correction with an in person SSA Field Office visit.



Steps to Re-upload a corrected SSA-89 Form

Access the applicant's file on the portal. Mouse over the name or use toggle arrow (triangle) in left hand column which enlarges the applicant file. The "SSA-89 Audit Status" column is a hyperlink to re-upload. There's no-charge to re-upload.

Sample "No Match - Unsuccessful" Letter

Example of a letter that can be given to an applicant that fails the CBSV matching process.

Dear _____,

Your Form SSA-89 was processed by the Social Security Administration (SSA) and returned a "No Match" Unsuccessful result.

A "No Match" Unsuccessful result can be due to a number of factors (a name change being the most common). You will need to address this in person at your SSA Field Office. Use this link to locate SSA Field Offices by ZIP Code: <https://www.ssa.gov/locator>.

The SSA will update your record and your Form SSA-89 Consent Based SSN Verification (CBSV) will need to be re-processed.

This approach provides a robust audit trail in a defense against any claim of discriminatory employment practices, and it also provides exceptional proof of compliance with employer statutory tax/wage reporting requirements which dictate that any person who works is required to have a valid SSN issued to them. While CBSV does not satisfy I-9 requirements, it provides background evidence that the applicant is legal to work in the US (as long as the HR Dept has seen the SSN Card to verify "Valid for Work Only" annotation).

Civil monetary penalties can be imposed by the SSA for using the words "Social Security" or other program-related words, acronyms, emblems and symbols in connection with an advertisement, solicitation or other communication, "in a manner which such person knows or should know would convey, or in a manner which reasonably could be interpreted or construed as conveying, the false impression that such item is approved, endorsed, or authorized by the Social Security Administration..."

CBSV does not provide proof or confirmation of identity. CBSV is designed to provide only a "yes" or "no" verification of whether the SSN verified with SSA's records. If SSA records show that the SSN holder is deceased, CBSV returns a death indicator. CBSV verifications do not verify an individual's identity. CBSV does not verify employment eligibility, nor does it interface with Department of Homeland Security's (DHS) verification system, and will not satisfy DHS's I-9 requirements.

IDValidation required to retain consent forms for five (5) years from the date the SSN verification was submitted to SSA.

CBSV Hours of Operation

The IDValidation portal is always available to input your work, but CBSV operates during the following hours:

Monday – Friday: 5 am to 1 am Eastern

Saturday: 5 am to 11 pm Eastern

Sunday: 8 am to 11:30 pm Eastern

CBSV is not available when SSA is implementing changes to the system. Notification will usually be announced prior.

Thank you for the honor of serving your organization in the battle against rising fraud exposure.

- Your IDValidation Team