

## **INSTRUCTIONS FOR COMPLETING THE 4506 FORMS**

The Long Island Housing Partnership (LIHP) has reserved the right to request signed Federal Income Tax Returns as part of their Program Guidelines for audit purposes regarding all household members whose earnings will be used as part of the income qualification process. **Any person whose earnings will be used to qualify for the program guidelines “will” be required to sign a “4506” tax release form to verify their tax returns with the Internal Revenue Service.**

### **IRS FORM 4506**

The 4506 form allows LIHP to obtain a complete copy of the applicants Federal Income Tax Return directly from the IRS, if necessary, to verify what the applicant stated on the Federal Income Tax Returns submitted to LIHP.

**DO “NOT” SEND IN THE \$43.00 FEE. IF LIHP ELECTS TO UTILIZE THE 4506 FORM, LIHP WILL PAY THE REQUIRED FEES FOR EACH TAX RETURN REQUESTED.**

**PLEASE SIGN AND DATE THE 4506 FORM  
WHERE APPLICABLE**