NYC BUILD IT BACK
Stronger & Safer

NYC Housing Recovery
Bill de Blasio, Mayor
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F6-C: 2017 Income Self Certification Form for Occupant-Owners

Please check your income range based on your household size. Include any changes to your household composition and/or income sources not reflected on your 2016 federal taxes, and an explanation for any changes below along with supporting documentation. For a description of what is included in income, please see the next page of this document. Please note that you must include the income of all persons living in your household.

IMPORTANT: You must include a completed and signed copy of IRS Form 4506T-EZ (attached) for each member of the household who filed (or will file) federal income taxes for 2017. The Program may use this information to verify the accuracy of the income information you provide.

# of Members in Household					
1	◯ 0 - $20,050	◯ $20,051 – $33,400	◯ $33,401 – $53,450	◯ $53,451 – $110,239	◯ $110,240+
2	◯ 0 - $22,900	◯ $22,901 – $38,200	◯ $38,201 – $61,050	◯ $61,051 – $125,915	◯ $125,916+
3	◯ 0 - $25,750	◯ $25,751 – $42,950	◯ $42,951 – $68,700	◯ $68,701 – $141,693	◯ $141,694+
4	◯ 0 - $28,600	◯ $28,601 – $47,700	◯ $47,701 – $76,300	◯ $76,301 – $157,368	◯ $157,369+
5	◯ 0 - $30,900	◯ $30,901 – $51,550	◯ $51,551 – $82,450	◯ $82,451 – $170,052	◯ $170,053+
6	◯ 0 - $33,200	◯ $33,201 – $55,350	◯ $55,351 – $88,550	◯ $88,551 – $182,633	◯ $182,634+
7	◯ 0 - $37,140	◯ $37,141 – $59,150	◯ $59,151 – $94,650	◯ $94,651 – $195,215	◯ $195,216+
8	◯ 0 - $41,320	◯ $41,321 – $63,000	◯ $63,001 – $100,750	◯ $100,751 – $207,796	◯ $207,797+

If the household income you have selected above differs from your 2016 household income because of a change or expected change to your income sources or household composition, please explain the change below and attach supporting documentation:

____

REQUIRED: For Head of Household Only

The following information is being collected to ensure compliance with federal Fair Housing and Equal Opportunity regulations. and does not impact your eligibility to receive any benefits or the order that your application will be processed. Please check or fill in the appropriate circle for each question asked. Please do not leave this section blank.

1. Please select your race:

◯ White
◯ Black/African American
◯ Asian
◯ American Indian/Alaska Native
◯ Native Hawaiian/Other Pacific Islander
◯ White & American Indian/Alaska Native
◯ White & Black/African American
◯ Black/African American & American Indian/Alaska Native
◯ White & Asian
◯ Other Multi-Racial
◯ Decline to Answer

2. Please select your ethnicity:

◯ Hispanic or Latino
◯ Not Hispanic or Latino
◯ Decline to Answer

3. Please select your gender:

◯ Male
◯ Female
◯ Decline to Answer

4. Are you a single (unmarried) head of household with children?

◯ Yes
◯ No
◯ Decline to Answer

Applicant Name (Print) ______________ Applicant Signature ______________ Date ______________

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Forms can be submitted via mail, fax or email:
14 Murray St, #150 New York, NY 10007 | 855-212-1912
builditbackdocuments@recovery.nyc.gov

Income is defined as the total annual income of all family and non-family living within the household. Income from the following sources must be **included** for all persons in the household:

1. Wages, salaries, tips, etc.;
2. Taxable interest;
3. Dividends;
4. Taxable refunds, credits or offsets of State and local income taxes;
5. Alimony (or separate maintenance payments) received;
6. Business income (or loss);
7. Capital gain (or loss);
8. Other gains (or losses) (i.e., assets used in a trade or business that were exchanged or sold);
9. Taxable amount of individual retirement account (IRA) distributions. (Includes simplified employee pension [SEP] and savings incentive match plan for employees [SIMPLE] IRA.);
10. Taxable amount of pension and annuity payments;.
11. Rental real estate, royalties, partnerships, S corporations, trusts, etc.;
12. Farm income (or loss);
13. Unemployment compensation payments;
14. Taxable amount of Social Security benefits;
15. Other income. (Includes: prizes and awards; gambling, lottery or raffle winnings; jury duty fees; Alaska Permanent fund dividends; reimbursements for amounts deducted in previous years; income from the rental of property if not in the business of renting such property; and income from an activity not engaged in for profit).

Income from the following sources may be **excluded:**

1. Child support;
2. Money or property that was inherited, willed or given as a gift;
3. Life insurance proceeds received as a result of someone's death.

Please refer to IRS Form 1040 instructions for more information.

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Form **4506T-EZ**

(July 2017)

Department of the Treasury
Internal Revenue Service

Short Form Request for Individual Tax Return Transcript

► **Request may not be processed if the form is incomplete or illegible.**

► **For more information about Form 4506T-EZ, visit *www.irs.gov/form4506tez*.**

OMB No. 1545-2154

Tip. Use Form 4506T-EZ to order a 1040 series tax return transcript free of charge, or you can quickly request transcripts by using our automated self-help service tools. Please visit us at IRS.gov and click on "Get Transcript of Your Tax Records" under "Tools" or call 1-800-908-9946.

1a Name shown on tax return. If a joint return, enter the name shown first.	**1b First social security number or individual taxpayer identification number on tax return**
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 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.

Third party name	Telephone number

Address (including apt., room, or suite no.), city, state, and ZIP code

Caution. If the tax transcript is being mailed to a third party, ensure that you have filled in line 6 before signing. Sign and date the form once you have filled in this line. Completing this step helps to protect your privacy. Once the IRS discloses your IRS transcript to the third party listed on line 5, the IRS has no control over what the third party does with the information. If you would like to limit the third party's authority to disclose your transcript information, you can specify this limitation in your written agreement with the third party.

6 **Year(s) requested.** Enter the year(s) of the return transcript you are requesting (for example, "2008"). Most requests will be processed within 10 business days.

2016 ______ ______ ______

Note. *If the IRS is unable to locate a return that matches the taxpayer identity information provided above, or if IRS records indicate that the return has not been filed, the IRS will notify you or the third party that it was unable to locate a return, or that a return was not filed, whichever is applicable.*

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

Signature of taxpayer(s). I declare that I am the taxpayer whose name is shown on either line 1a or 2a. If the request applies to a joint return, **either** spouse must sign. **Note:** This form must be received by IRS 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.

Sign Here

Signature (see instructions)	Date	Phone number of taxpayer on line 1a or 2a
Spouse's signature	Date	

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

Future Developments

For the latest information about developments related to Form 4506T-EZ, such as legislation enacted after it was published, go to *www.irs.gov/form4506tez*.

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

Purpose of form. Individuals can use Form 4506T-EZ to request a tax return transcript for the current and the prior three years that includes most lines of the original tax return. The tax return transcript will not show payments, penalty assessments, or adjustments made to the originally filed return. You can also designate (on line 5) a third party (such as a mortgage company) to receive a transcript. Form 4506T-EZ cannot be used by taxpayers who file Form 1040 based on a tax year beginning in one calendar year and ending in the following year (fiscal tax year). Taxpayers using a fiscal tax year must file Form 4506-T, Request for Transcript of Tax Return, to request a return transcript.

Use Form 4506-T to request tax return transcripts, tax account information, W-2 information, 1099 information, verification of non-filing, and record of account.

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 "Get Transcript of Your Tax Records" under "Tools" or call 1-800-908-9946.

Where to file. Mail or fax Form 4506T-EZ to the address below for the state you lived in when the return was filed.

If you are requesting more than one transcript or other product and the chart below shows two different addresses, send your request to the address based on the address of your most recent return.

If you filed an individual return and lived in:	Mail or fax to the "Internal Revenue Service" at:
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 855-587-9604
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 (855) 800-8105
Connecticut, Delaware, District of Columbia, Florida, Georgia, 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 855-821-0094

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.

Signature and date. Form 4506T-EZ must be signed and dated by the taxpayer listed on line 1a or 2a. The IRS must receive Form 4506T-EZ within 120 days of the date signed by the taxpayer or it will be rejected. Ensure that all applicable lines are completed before signing.

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

Transcripts of jointly filed tax returns may be furnished to either spouse. Only one signature is required. Sign Form 4506T-EZ exactly as your name appeared on the original return. If you changed your name, also sign your current name.

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. If you request a transcript, sections 6103 and 6109 require you to provide this information, including your SSN. 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 4506T-EZ will vary depending on individual circumstances. The estimated average time is: **Learning about the law or the form,** 9 min.; **Preparing the form,** 18 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 4506T-EZ 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.