



DEEPWATER HORIZON
CLAIMS CENTER
ECONOMIC & PROPERTY DAMAGE CLAIMS

TOP FIVE REASONS YOUR IRS AUTHORIZATION FORMS COULD BE INCOMPLETE

POLICY 70 REQUIREMENTS



TOP REASONS YOUR IRS AUTHORIZATION FORMS MIGHT BE INCOMPLETE

1.	You did not fill in all fields on the Authorization Forms.
2.	Your Authorization Forms contain alterations or illegible information.
3.	You did not use the proper dates in Line 9 of the Form 4506-T or Line 7 of the Form 4506.
4.	Your Authorization Forms contain an invalid Address on Line 3.
5.	You did not use a proper title as a business representative.



REASON ONE:

You did not fill in all fields on the Authorization Forms.

C A U S E	You did not enter information into one or more of the necessary fields on the Authorization Forms.
C U R E	You must provide all information requested on Lines 1 – 4 of the Authorization Forms. Verify that Lines 5 – 9 (Form 4506-T) or Lines 5 – 7 (Form 4506) are fully completed exactly like the pre-filled Forms provided by the Settlement Program unless you need to update the period end dates for a business operating on a fiscal year. You must sign and date the Authorization Forms. If the taxpayer is a business, you must provide a title for the individual signing the authorization Forms.



REASON TWO:

Your Authorization Forms contain alterations or illegible information.

C A U S E	You mark out or alter an Authorization to correct a typo, or you provide Authorization Forms with information that is difficult to read.
C U R E	Authorization Forms cannot be altered in any way. If you enter information incorrectly, you cannot cross out the information or write over it – you must begin a new Authorization Form. All information entered onto the Authorization Form must be readable – very small fonts or blurring caused by faxing or scanning may cause legibility issues that could cause the IRS to reject the Authorization Forms.



REASON THREE:

You did not use the proper dates in Line 9 of the Form 4506-T or Line 6 of the Form 4506.

<p>C A U S E</p>	<p>You entered dates in an improper format or entered the incorrect year end dates on Line 9 (Form 4506-T) or Line 7 (Form 4506) of the Authorization Forms.</p>
<p>C U R E</p>	<p>All dates you enter on Line 9 (Form 4506-T) or Line 7 (Form 4506) must be in mm/dd/yyyy format. The IRS will not accept any other format for dates entered on these Lines.</p> <p>If you are a business claimant that operates on a fiscal year that does not end on 12/31, you should not use 12/31/yyyy on Line 9 (Form 4506-T) or Line 7 (Form 4506). You must update Line 9 (Form 4506-T) or Line 7 (Form 4506) so the period end dates are the end dates of your fiscal year.</p>



REASON FOUR:

Your Authorization Forms contain an invalid Address on Line 3.

**C
A
U
S
E**

The IRS determined that the address(es) you entered on Line 3 and Line 4 do not match the IRS' records for you.

**C
U
R
E**

Line 3 must contain your current name and address. If you have moved since the last time you filed a federal tax return, then you must enter the most recent address reported to the IRS on Line 4. All addresses entered on Line 3 and Line 4 must match the IRS' records exactly. Addresses entered on the Authorization Forms should not contain any abbreviations not recognized by the US Postal Service.



REASON FIVE:

You did not use a proper title as a business representative.

**C
A
U
S
E**

If the taxpayer on the Authorization Forms is a business, you must provide an acceptable title indicating your authority to sign on behalf of the business. You either did not enter a title on the Authorization Forms or the title you entered is not acceptable to the IRS.

**C
U
R
E**

The title of the individual who signs Authorization Forms for a business taxpayer must clearly establish his or her legal authority to bind the business. Titles may not be abbreviated, except CEO and CFO. The IRS has final say regarding whether a title is acceptable to process an Authorization Form. A table showing commonly accepted titles is included in the next slide.



COMMONLY ACCEPTED TITLES

The IRS has the sole discretion to accept or reject the title of a signer on any Authorization Forms. This list is meant to serve as a general guide of common titles that MAY be acceptable to the IRS. Inclusion of a title on this list does NOT guarantee that the IRS will accept the title entered for the business type. The IRS may require additional documents showing that a signer has authority to execute an Authorization Form.

Entity Type	Forms Commonly Filed	Signature and Date Requirements
Corporation (Including Non-Profit Organizations)	1120, 1120S, 990	Signature of one of the following: <ul style="list-style-type: none"> · President · CEO · Secretary · Owner · Vice President · CFO · Treasurer · An officer with legal authority to bind the corporation. · A person the board of directors or governing body designates. · An officer or employee on written request by any principal officer and attested to by the secretary or another officer.
LLC	1065, 1120, 1120S	Signature of one of the following: <ul style="list-style-type: none"> · Member · President · CFO · Partner/General Partner/Limited Partner · Member Manager · Vice President · Secretary · Managing Member · CEO · Owner
Partnership	1065	Signature of one of the following: <ul style="list-style-type: none"> · Owner · Partner/General Partner/Limited Partner
Estate or Trust	1041	Signature of one of the following: <ul style="list-style-type: none"> · Trustee · Beneficiary · Executor · Administrator · Guardian of the Estate