**MFM Bulletin: 011-2023**

**Date:** March 17, 2023  

**Subject:** Tax Return and Documentation Requirements

### Tax Return Requirements

Below are effective dates and documentation requirements for all loan programs when income tax returns are required for borrower qualification and/or program requirements.

<table>
<thead>
<tr>
<th>Loan Application Date:</th>
<th>Note Date:</th>
<th>Age of Tax Return and Other Documentation Requirements:</th>
</tr>
</thead>
</table>
| Before 4/18/2023       |            | • [Freddie Mac](#): On or after 11/1/2022, but before 5/31/2023.  
                         |            | • [Fannie Mae, FHA, VA, USDA](#): On or after 10/15/2022, but before 6/30/2022.  |
| On or after 4/18/2023 to 10/15/2023 |            | If borrower has not filed their 2022 tax returns with the IRS:  
                                           |            | • 2021 tax returns are required (and 2020 if AUS findings and/or program requires two years of returns).  
                                           |            | • The following documentation is also required:  
                                           |            | • Tax transcripts confirming that 2022 returns have not been filed.  
                                           |            | • IRS tax forms 4868 and/or 7004 as evidence of filing of tax return extension.  
                                           |            | • Copy of cancelled check or bank statement verifying payment of all 2022 income tax liability as per extension document.  |
| **ALL**                |            | • [Freddie Mac](#): On or after 11/1/2023.  
                         |            | • [Fannie Mae, FHA, VA, USDA](#): On or after 12/31/2022.  
                         |            | • The most recent tax return must be no older than 2022.  
                         |            | • Use of filing extension for 2022 is not permitted.  
                         |            | • Proof of payment of all 2022 income tax liability (per return) is required.  |

*Continued on the following page...*
**Tax Transcripts**

As a reminder, tax transcripts are required for all loans being sold to private investors and tax returns are required in the following instances:

- Self-employed borrowers (BOTH personal and business returns are required)
- Rental income used to qualify
- Borrowers employed by family-owned companies
- Interest and dividend and/or capital gain income used to qualify
- Handwritten W-2s or 1099s
- VA with Commission Income over 25% used to qualify

Please contact the MFM Underwriting department ([underwriting@memberfirstmortgage.com](mailto:underwriting@memberfirstmortgage.com)) if you have any questions or concerns.

Thank you