



FLANAGAN *State Bank*



Important Announcement

3/31/2016

This announcement includes notices regarding updates for Flanagan State Bank's Correspondent and Wholesale Accounts.

This will reference:

New process for ordering 4506T Tax Transcripts

4506T Ordering

Effective as of 4/8/2016 all tax transcript requests will be ordered by the Third Party Account. Flanagan State Bank will continue to pay for this service and provide the means to complete the order through. But, by allowing the TPO customers to facilitate their own transcript requests will allow the process to move more efficiently.

All TPO Customers will need access to Old Republic. To obtain this, you will need to complete the attached Account Set Up form and return it to tpoinfo@flanagansatebank.com. We will get your account credentials to you within 24 – 48 hours of receiving your form.

When you have your log in credentials, you may follow the instructions (attached) for ordering transcripts through Old Republic. These will also be located on our website at www.fsbtpo.com under Forms & Tools. You will find the link to Old Republic at this location as well. Or, simply go to www.orcredit.com and log in.

Important to note:

- 1) You will receive confirmation from Old Republic when ordered correctly.
- 2) When you receive notification that your transcript order is ready it must be uploaded into our system for review.
- 3) You may request your 4506T to be sent for e-sign through Old Republic or use your own form and upload.
- 4) After April 8, taxtranscripts@flanagansatebank.com will no longer accept new orders for processing

FSB will hold the following trainings on how to order tax transcripts:

April 7, 2016
10:00 AM CST

2:00 PM CST

April 8, 2016
10:00 AM CST
2:00 PM CST

To receive a link for the training you prefer, email tpoinfo@flanagansatebank.com and identify the date and time you would like. We will confirm with the link to the training.

If you have any questions regarding this information, please feel free to contact your Account Executive.

Sincerely,

Flanagan State Bank TPO Division Management