

## Verbal Document Verification

ACC Loan Number


Borrower Last Name


Tax Preparer Name

Phone Number Used

Phone number was independently verified using: ☐ Internet (list site or print page) ☐ Directory Assistance ☐ Other (list below)

Phone number verified using other: \_\_\_\_\_

---

ACC Account Manager must verbally collect these responses and compare to the written documentation provided.

**1. Did you complete and/or file the borrower's most recent tax return?**

✓ ANSWER: \_\_\_\_\_

✓ MATCHES Questionnaire #7? ☐ Yes ☐ No

**2. How long has the borrower been self-employed?**

✓ ANSWER: \_\_\_\_\_

✓ MATCHES P&L Years in Operation? ☐ Yes ☐ No

**3. What type of tax preparation license do you hold?**

✓ ANSWER: \_\_\_\_\_

✓ MATCHES Questionnaire #1? ☐ Yes ☐ No

**4. How long have you had your tax preparation license?**

✓ ANSWER: \_\_\_\_\_

✓ MATCHES Questionnaire #2? ☐ Yes ☐ No

**5. Are you associated with a tax preparation business, or do you work independently?**

✓ ANSWER: \_\_\_\_\_

✓ MATCHES Questionnaire #4? ☐ Yes ☐ No

**6. In the most recent profit & loss statement you provided, what were the beginning and ending dates of the period covered?**

✓ ANSWER: \_\_\_\_\_

✓ MATCHES P&L Period Beginning & Period Ending? ☐ Yes ☐ No

**7. In the most recent profit & loss statement you provided, what was the total gross income?**

✓ ANSWER: \_\_\_\_\_

✓ MATCHES P&L Total Gross Income? ☐ Yes ☐ No

**8. In the most recent profit & loss statement you provided, what were the total expenses?**

✓ ANSWER: \_\_\_\_\_

✓ MATCHES P&L Total Expenses? ☐ Yes ☐ No

**9. Please verbally state your license number.**

✓ ANSWER: \_\_\_\_\_

✓ MATCHES P&L Tax Preparer License Number? ☐ Yes ☐ No

---

With my printed name below, I affirm that I verified the phone number using independent verification and verbally validated the items above with the tax preparer.

Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

Title: \_\_\_\_\_