



Realtor Information

Thank you for choosing Monica L. Hentschel, Attorney at Law to help in the negotiation process of your short sale. We look forward to a smooth short sale and closing process.

Please complete the following information:

Real Estate Agent Name: _____
Company: _____
Phone: _____ Cell: _____
Email: _____
Preferred method of contact: _____

Do you mind if we contact the seller directly for missing or incomplete information? _____

The Process:

1. It is our recommendation that you provide the seller the necessary short sale forms at the listing appointment.
2. Make sure to obtain all contact information from the seller.
3. After a contract is received, please forward **the listing agreement, the contract and the required financial documentation** to monica@estatetitlejax.com or julie@estatetitlejax.com or 904-260-5202 (fax).
4. Monica L Hentschel will be negotiating the short sale. Julie Douglass is her legal assistant and may also assist throughout the process. Their contact information is as follows:
monica@estatetitlejax.com
(904)260-5222
julie@estatetitlejax.com
(904)260-5222
5. We understand the value of communication. We provide weekly updates relating to the status of the short sale communication with the lender.

Again, thank you for allowing us to be a part of this process. Please call our office with any questions at (904)260-5222.



Short Sale Checklist

To make the process run smoothly, we recommend that you provide the following documents for the short sale process. **We will not be able to submit the offer to the bank until ALL of the documents are provided:**

1. Two years of most current consecutive tax returns and W-2s
2. 4506T (attached - must be executed by seller in addition to providing tax returns)
3. 30 days of most recent pay stubs or proof of income, including unemployment benefits
4. If self-employed, please prepare a profit & loss statement for the last 3 months and sign and date the statement
5. Two most recent consecutive bank statements from ALL bank accounts (Note: **Online printouts are not accepted... please send EVERY page of actual bank statements, which can be retrieved online at most banks' websites**)
6. Rental Lease (if rental income is disclosed on the financial analysis sheet)
7. Seller Disclosure Regarding Short Sale Transactions (attached – please sign)
8. Authorization to Release Information (attached – please complete and sign)
9. Seller Information Form (attached – please be thorough)
10. Financial Analysis Form (attached – please be detailed)
11. Hardship Letter (Prepare a letter that details the hardship surrounding the short sale... use the attached questionnaire to assist in preparation of this letter. Sign and date the letter)
12. Recent mortgage statement for all mortgages associated with the property.
13. Most recent HOA statement (if you do not have an HOA statement, please call your HOA management company and ask them to provide you a copy of the ledger)
14. Listing Agreement
15. MLS Printout
16. Each Lender has their own set of documents that are required to be completed. Please let us know who your lender is and we can send the remaining documents that will be needed.

Please return the requested documents and information to Monica L. Hentschel, Attorney at Law:

Monica L. Hentschel
Short Sale Dept.
10450 San Jose Blvd, Suite 2
Jacksonville, FL 32257
Phone: (904)260-5222
Fax: (904)260-5202
Email: monica@estatetitlejax.com or julie@estatetitlejax.com

10450 San Jose Blvd, Suite 3
Jacksonville, FL 32257
Telephone: (904)260-5222
Fax: (904)260-5202

LOAN #: _____

Authorization to Release Information

Lender Name: _____

Fax #: _____

Re:

Borrower Name: _____

Loan #: _____

Property Address: _____

Borrowers' SSN: _____

Daytime Phone #: _____

I/We, the undersigned borrowers, hereby authorize Lender to release any and all information regarding my loan as referenced above, to:

Julie Douglass, Legal Assistant
Monica L. Hentschel, Attorney at Law (904)260-5222 julie@estatetitlejax.com

Monica L. Hentschel, Esq.,
Attorney at Law (904)260-5222 monica@estatetitlejax.com

Christa LaFarlette, Legal Assistant
Monica L. Hentschel, Attorney at Law (904)260-5222 christa@estatetitlejax.com

Joleen Esquierdo, Cindy Holland, & Deb Clark, Closing Officers
Estate Title & Trust

Additional parties to the transaction:

Agent: _____

Phone: _____

Email: _____

Please furnish any and all pertinent information to the above parties as they may require. I/We hereby release _____ (insert name of lender), its affiliates, employees, officers, agents and directors from any claims that might arise in connection with this authorization. This authorization shall remain in full force and effect until revoked in writing. A photocopy of this authorization bearing the signatures of the undersigned may be deemed the equivalent of the original.

Signature _____

Date: _____

Signature _____

Date: _____

10450 San Jose Blvd, Suite 3
Jacksonville, FL 32257
Telephone: (904)260-5222
Fax: (904)260-5202



Seller Disclosure Regarding Short Sale Transactions

SHORT SALE DEFINITION:

A short sale is a transaction in which a lender agrees to accept less than the amount owed on the seller's mortgage(s), because there is not enough money generated by the sales transaction to pay off the mortgage(s) in full.

WHAT YOUR REAL ESTATE AGENT WILL DO:

- ✓ Prepare a Comparative Market Analysis detailing properties that are currently listed, pending and/or have recently sold in your area based on MLS records.
- ✓ Help you decide on a listing price that is competitive with similar homes to attract a buyer.
- ✓ Help you negotiate with the buyer(s) and their agents on the price of your home.
- ✓ Include an addendum to the contract that makes the sale of your home contingent upon your acceptance of your lender's approval of a reduced payoff.
- ✓ Work in connection with **Monica L. Hentschel, Attorney at law** to gather and transmit via fax or email to your lender a "short sale package" that includes the documents you provide.

WHAT YOUR REAL ESTATE AGENT and MONICA L. HENTSCHEL, Attorney at Law CANNOT DO:

- ✓ Guarantee short sale approval by your bank
- ✓ Promise to prevent or delay foreclosure.
- ✓ Promise to save your credit.
- ✓ Promise to sell your home for more or less than it is worth in today's marketplace.

THE PROCESS:

Monica L. Hentschel, Attorney at Law will start the process by gathering the necessary documentation and submit it to the lender on your behalf. We will stay in contact with your lender to ensure timely communication and we will strive to provide you with the best possible outcome. However, please understand that we do not represent you as tax professionals. We cannot guarantee that your lender will agree to accept the terms of the contracts we submit for review. Furthermore, we cannot guarantee that your lender will not seek the deficiency amount at a later date.

Step 1:

Contact your lender. Ask them to explain any and all options that you might have relating to your mortgage, such as (but not limited to):

- o Repayment Plan
- o Forbearance Plan
- o Loan Modification
- o Pre-foreclosure sale (aka short sale, explained above)
- o Deed in Lieu of Foreclosure

Step 2:

Contact your tax professional to determine the repercussions of completing the short sale transaction.

Step 3:

Make a decision whether a short sale is the best decision for your situation.

Step 4:

Provide the documentation to Monica L. Hentschel, LLC and be prepared to provide additional documentation as required by your lender.

Please note that the timely return of financial documentation when requested by your lender is a necessary part of the short sale process. While we will do our best to negotiate the short sale with the bank, it is imperative that you partner with us in this endeavor by providing necessary documents when requested in a timely manner.

Be honest and truthful in all of your representations to us, your agent, the buyer, the buyer’s agent, and your lender.

We, the undersigned sellers, have reviewed and fully understand the information contained in this document. Further, we agree to hold Monica L. Hentschel, Attorney at Law harmless from any loss, claims or damages, exclusive of any gross negligence by Monica L. Hentschel, Attorney at Law its officers and employees, that might arise in relation to this short sale process.

SELLER

DATE

SELLER

DATE

LOAN #: _____

Seller Information Form

Owner #1 Name: _____ **SSN:** _____
Phone #: _____ **Cell #:** _____
Email: _____

Owner #2 Name: _____ **SSN:** _____
Phone #: _____ **Cell #:** _____
Email: _____

Marital Status: _____ Married _____ Single _____ Divorced
Date of Divorce (if applicable): _____ (Please provide divorce decree)

Property Address: _____
County: _____

Current Mailing Address or Forwarding Address (after closing takes place if known): _____

First Mortgage Co. _____
Account #: _____ **Phone #:** _____

Second Mortgage Co. _____
Account #: _____ **Phone #:** _____
(Please provide billing statements for both mortgages if available)

Homeowner's Association: _____
Management Company: _____

Phone #: _____
Are your payments for HOA dues current? _____ Yes _____ No
If not, how many months behind are you? _____
Amount of Dues: \$ _____ **Payment Frequency:** _____

Have you contacted your Lender about a Short Sale, Modification or Deed in Lieu of Foreclosure? _____
If yes, please give the details, including the name of the individual with whom you spoke: _____

Has your lender contacted you regarding a short sale under HAMP or HAFA regulations? _____ If yes, please provide the information you received.

Have you filed bankruptcy within the past 7 years? _____

LOAN #: _____

EXPLANATION OF HARDSHIP

What changes or events have occurred since your loan originated that have caused you to fall behind?

How did this impair your ability to afford your mortgage payments?

When did the change(s) and/or event(s) occur?

Do you anticipate any improvement in your financial situation in the near future? If yes, please explain:

How much are you able to contribute toward your loan today? _____

How much are you able to contribute toward your loan in thirty (30) days? _____

DATE: _____

SELLER

SELLER

10450 San Jose Blvd, Suite 3
Jacksonville, FL 32257
Telephone: (904)260-5222
Fax: (904)260-5202

LOAN #: _____

FINANCIAL ANALYSIS FORM

Please be detailed

Loan Number: _____

Borrower: _____

Co-Borrower: _____

Property Address: _____

General Information

Total number of people in household (including yourself): _____

Do you have escrow account for taxes and insurance? ___ yes ___ no

Do you currently occupy the property? ___ yes ___ no

Is the property a second home? ___ yes ___ no

Please list any additional liens against the property or judgments against the owners that you are aware of: _____

Employment Information

Borrower

Employer Name: _____

Address: _____

Length of time employed: _____

Co-Borrower

Employer Name: _____

Address: _____

Length of time employed: _____

LOAN #: _____

Income Information

Description (monthly amount)	Borrower	Co-Borrower
Gross Wages		
Overtime/Bonus/Tips		
Unemployment Income		
Child support/alimony		
Social Security/Welfare		
Rental Income		
Other (investment income, royalties, interest, dividends, etc.)		
Total Gross income		
Less: federal tax (FICA)		
Less: other deductions (401K, etc.)		
Total Net income		

Expenses/Debt Information

Include combined amount for borrower and co-borrower along with other household members.

Description (monthly amount)	Monthly payment	Total Amount owed (if applicable)
First mortgage payment		
Second mortgage payment		
Other mortgages/liens/rent		
Insurance (if not included in payment)		
Property taxes (if not included in payment)		
Credit cards/installment loans (minimum payment amount)		
Health insurance (if not withheld from your pay)		
Medical (co-pays and Rx monthly)		
Child care		
Child support/alimony		
Food and entertainment		
Auto loans		
Auto Expenses (gas, insurance, etc.)		
Water/sewer/utilities/phone		
HOA/condo fees/property maintenance		
Other		
Total Expenses		

Asset Information

Include combined amount for borrower and co-borrower.

Description	Estimated value
Checking accounts	
Savings/money market	
CDs	
Stocks/bonds	
IRA/Keogh	
401K/ESPO	
Other cash on hand	
Estimated value of home	
Other real estate	
Cars	
Life insurance (whole, not term)	
Other (please specify)	

I/We agree that the financial information provided is an accurate statement of my/our financial status. I/We understand and acknowledge that any action taken by the lender of my/our mortgage loan on my/our behalf will be made in strict reliance on the financial information provided. I/We authorize verification or re-verification of any information contained in this Financial Analysis Form at anytime by the lender, its agents, successors and assigns, either directly or through a third party, including but not limited to a credit reporting agency, from any source named in this Analysis or otherwise submitted in connection therewith. My/Our signature(s) below grant(s) the lender the authority to contact my real estate agent, credit counseling service representative (if applicable), or any third party with respect to matters represented in this Financial Analysis Form.

Signature of Borrower

Date: _____

Signature of Co-Borrower

Date: _____

Please note: Your financial information will be completely confidential and will **not** be shared with any company or individual aside from employees of Monica L. Hentschel, Attorney at Law, Estate Title and Trust Title, your lender and your real estate agent.

Request for Transcript of Tax Return

OMB No. 1545-1872

▶ Request may be rejected if the form is incomplete or illegible.

Tip. Use Form 4506-T to order a transcript or other return information free of charge. See the product list below. You can quickly request transcripts by using our automated self-help service tools. Please visit us at IRS.gov and click on "Order a Transcript" or call 1-800-908-9946. If you need a copy of your return, use **Form 4506, Request for Copy of Tax Return**. There is a fee to get a copy of your return.

1a Name shown on tax return. If a joint return, enter the name shown first.	1b First social security number on tax return, individual taxpayer identification number, or employer identification number (see instructions)
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 or tax information is to be mailed to a third party (such as a mortgage company), enter the third party's name, address, and telephone number.	

Caution. If the tax transcript is being mailed to a third party, ensure that you have filled in lines 6 through 9 before signing. Sign and date the form once you have filled in these lines. Completing these steps 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 Transcript requested. Enter the tax form number here (1040, 1065, 1120, etc.) and check the appropriate box below. Enter only one tax form number per request. ▶ _____

a Return Transcript, which includes most of the line items of a tax return as filed with the IRS. A tax return transcript does not reflect changes made to the account after the return is processed. Transcripts are only available for the following returns: Form 1040 series, Form 1065, Form 1120, Form 1120A, Form 1120H, Form 1120L, and Form 1120S. Return transcripts are available for the current year and returns processed during the prior 3 processing years. Most requests will be processed within 10 business days

b Account Transcript, which contains information on the financial status of the account, such as payments made on the account, penalty assessments, and adjustments made by you or the IRS after the return was filed. Return information is limited to items such as tax liability and estimated tax payments. Account transcripts are available for most returns. Most requests will be processed within 30 calendar days

c Record of Account, which provides the most detailed information as it is a combination of the Return Transcript and the Account Transcript. Available for current year and 3 prior tax years. Most requests will be processed within 30 calendar days

7 Verification of Nonfiling, which is proof from the IRS that you **did not** file a return for the year. Current year requests are only available after June 15th. There are no availability restrictions on prior year requests. Most requests will be processed within 10 business days

8 Form W-2, Form 1099 series, Form 1098 series, or Form 5498 series transcript. The IRS can provide a transcript that includes data from these information returns. State or local information is not included with the Form W-2 information. The IRS may be able to provide this transcript information for up to 10 years. Information for the current year is generally not available until the year after it is filed with the IRS. For example, W-2 information for 2010, filed in 2011, will not be available from the IRS until 2012. If you need W-2 information for retirement purposes, you should contact the Social Security Administration at 1-800-772-1213. Most requests will be processed within 45 days

Caution. If you need a copy of Form W-2 or Form 1099, you should first contact the payer. To get a copy of the Form W-2 or Form 1099 filed with your return, you must use Form 4506 and request a copy of your return, which includes all attachments.

9 Year or period requested. Enter the ending date of the year or period, using the mm/dd/yyyy format. If you are requesting more than four years or periods, you must attach another Form 4506-T. For requests relating to quarterly tax returns, such as Form 941, you must enter each quarter or tax period separately. _____

Check this box if you have notified the IRS or the IRS has notified you that one of the years for which you are requesting a transcript involved **identity theft** on your federal tax return

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

Signature of taxpayer(s). I declare that I am either the taxpayer whose name is shown on line 1a or 2a, or a person authorized to obtain the tax information requested. If the request applies to a joint return, **either** husband or wife must sign. If signed by a corporate officer, partner, guardian, tax matters partner, executor, receiver, administrator, trustee, or party other than the taxpayer, I certify that I have the authority to execute Form 4506-T on behalf of the taxpayer. **Note.** For transcripts being sent to a third party, this form must be received within 120 days of the signature date.

		Phone number of taxpayer on line 1a or 2a
▶ Signature (see instructions)	Date	
▶ Title (if line 1a above is a corporation, partnership, estate, or trust)		
▶ Spouse's signature	Date	

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

What's New

The IRS has created a page on IRS.gov for information about Form 4506-T at www.irs.gov/form4506. Information about any recent developments affecting Form 4506-T (such as legislation enacted after we released it) will be posted on that page.

General Instructions

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

Purpose of form. Use Form 4506-T to request tax return information. You can also designate (on line 5) a third party to receive the information. Taxpayers using a tax year beginning in one calendar year and ending in the following year (fiscal tax year) must file Form 4506-T to request a return transcript.

Note. If you are unsure of which type of transcript you need, request the Record of Account, as it provides the most detailed information.

Tip. Use Form 4506, Request for Copy of Tax Return, to request copies of tax returns.

Where to file. Mail or fax Form 4506-T to the address below for the state you lived in, or the state your business was in, when that return was filed. There are two address charts: one for individual transcripts (Form 1040 series and Form W-2) and one for all other transcripts.

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.

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 "Order a Transcript" or call 1-800-908-9946.

Chart for individual transcripts (Form 1040 series and Form W-2 and Form 1099)

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
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	512-460-2272
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
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	559-456-5876
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
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	816-292-6102

Chart for all other transcripts

If you lived in or your business was in:	Mail or fax to the "Internal Revenue Service" at:
Alabama, Alaska, Arizona, Arkansas, California, Colorado, Florida, Hawaii, Idaho, Iowa, Kansas, Louisiana, Minnesota, Mississippi, Missouri, Montana, Nebraska, Nevada, New Mexico, North Dakota, Oklahoma, Oregon, South Dakota, Texas, Utah, Washington, Wyoming, a foreign country, or A.P.O. or F.P.O. address	RAIVS Team P.O. Box 9941 Mail Stop 6734 Ogden, UT 84409
Connecticut, Delaware, District of Columbia, Georgia, Illinois, Indiana, Kentucky, Maine, Maryland, Massachusetts, Michigan, New Hampshire, New Jersey, New York, North Carolina, Ohio, Pennsylvania, Rhode Island, South Carolina, Tennessee, Vermont, Virginia, West Virginia, Wisconsin	801-620-6922
Connecticut, Delaware, District of Columbia, Georgia, Illinois, Indiana, Kentucky, Maine, Maryland, Massachusetts, Michigan, New Hampshire, New Jersey, New York, North Carolina, Ohio, Pennsylvania, Rhode Island, South Carolina, Tennessee, Vermont, Virginia, West Virginia, Wisconsin	RAIVS Team P.O. Box 145500 Stop 2800 F Cincinnati, OH 45250
Connecticut, Delaware, District of Columbia, Georgia, Illinois, Indiana, Kentucky, Maine, Maryland, Massachusetts, Michigan, New Hampshire, New Jersey, New York, North Carolina, Ohio, Pennsylvania, Rhode Island, South Carolina, Tennessee, Vermont, Virginia, West Virginia, Wisconsin	859-669-3592

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.

Line 6. Enter only one tax form number per request.

Signature and date. Form 4506-T must be signed and dated by the taxpayer listed on line 1a or 2a. If you completed line 5 requesting the information be sent to a third party, the IRS must receive Form 4506-T within 120 days of the date signed by the taxpayer or it will be rejected. Ensure that all applicable lines are completed before signing.

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

Corporations. Generally, Form 4506-T can be signed by: (1) an officer having legal authority to bind the corporation, (2) any person designated by the board of directors or other governing body, or (3) any officer or employee on written request by any principal officer and attested to by the secretary or other officer.

Partnerships. Generally, Form 4506-T can be signed by any person who was a member of the partnership during any part of the tax period requested on line 9.

All others. See section 6103(e) if the taxpayer has died, is insolvent, is a dissolved corporation, or if a trustee, guardian, executor, receiver, or administrator is acting for the taxpayer.

Documentation. For entities other than individuals, you must attach the authorization document. For example, this could be the letter from the principal officer authorizing an employee of the corporation or the letters testamentary authorizing an individual to act for an estate.

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. You are not required to request any transcript; if you do request a transcript, sections 6103 and 6109 and their regulations require you to provide this information, including your SSN or EIN. 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 4506-T will vary depending on individual circumstances. The estimated average time is: **Learning about the law or the form, 10 min.;** **Preparing the form, 12 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 4506-T simpler, we would be happy to hear from you. You can write to:

Internal Revenue Service
Tax Products Coordinating Committee
SE:W:CAR:MP:T:M:S
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.