



**THE MINI GUIDE TO**

# **IRS LIENS**

**by Eric Green & Tax Rep Network**

# MINI GUIDE

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## INTRODUCTION

The IRS files nearly 1 million Notices of federal Tax Lien every year. It is important for you as a practitioner to understand that the IRS views the Notice of Federal Tax Lien as critical, even where the taxpayer's may not own any real estate or valuable assets. The reason is that studies run by the IRS (or at least on its behalf) have shown that the Notice of Federal Tax Lien gets the IRS paid. It closes any loopholes on the taxpayer avoiding paying what he or she can pay. As such, the IRS is not going to hold-off on the filing of the Notice of Federal Tax Lien (see Exhibit) unless the taxpayer can demonstrate that in its doing so it will immediately improve collection.

There are many instances where practitioners are asked to help Taxpayers deal with the IRS lien.

Those instances can include:

- 1. Seeking a withdrawal of the Notice of Federal Tax Lien**
- 2. Discharging an asset from the Federal Tax lien**
- 3. Subordinating the Federal Tax Lien to another creditor**

We will describe each of these and provide exhibits so that you have some familiarity with the planning ideas and how to pursue these for your client.

# INSTANCE # 1

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## LIEN WITHDRAWAL

The IRS will agree to withdraw a federal tax lien if the client meets a set of requirements. Those requirements include **ALL** of the following<sup>1</sup>:

- **The taxpayer owes \$25,000 or less**
- **Is in a Direct Debit Installment Agreement**
- **Has made three consecutive direct debit payments**

If the taxpayer meets the criteria above, they can make the request to have the Notice of Federal Tax Lien withdrawn with Form 12277 (see Exhibit).

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<sup>1</sup> IRM 5.12.9.3.2.1(3-10)

# INSTANCE # 2

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## DISCHARGING AN ASSET FROM THE LIEN

As a technical point, when a taxpayer that owes taxes seeks to sell an asset, they need to request a discharge for the asset. The lien is not discharged but continues to apply to all the taxpayer's remaining assets.

To request a discharge for an asset, the taxpayer files Form 14135 (see Exhibit) and requests to have the asset discharged from the lien for any one of several reasons. The most common reasons are:

- 1. The IRS will be full-paid by the sale,**
- 2. The IRS will receive its entire interest in the property from the sale, meaning whatever equity there is in the asset being sold will go to the IRS, and**
- 3. There is no equity in the assets for the IRS (think about a short sale on a piece of property).**

The IRS will want to review all the documents, including the contract, any appraisals, title search, payoff statements of any creditors ahead of it in priority, and draft closing statements. Assuming that everything looks good and makes sense, the IRS will send a letter approving the sale and releasing the asset from its lien upon receiving its money, if any. For instance, if the IRS is owed \$100,000 by the taxpayer, and the taxpayer, who has \$20,000 of equity in their house, wants to sell their home out from under the tax lien, the IRS will agree to allow the sale to go forward and release its lien upon receiving the \$20,000 of equity from the closing (i.e. 100% of its interest in the taxpayer's house). The balance it is owed, and the tax lien, would continue against the taxpayer's other assets.

# INSTANCE # 3

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## SUBORDINATING THE FEDERAL TAX LIEN

There are instances where a taxpayer will want the IRS to agree to allow another creditor to go ahead of them in priority. The term used for this is “subordination”, and its where the IRS agrees to subordinate its lien to that of another creditor. So why would the IRS ever agree to this?

The IRS will agree to a subordination when it is either going to receive money equal to the amount subordinated or the subordination will improve collection. Examples of this include the following:

- 1. The taxpayer can borrow money from someone to pay down the IRS tax debt. The IRS will agree to subordinate its lien to the creditor who is lending the taxpayer the money to the extent of the funds it will receive.**
- 2. The taxpayer can refinance their mortgage, reducing their interest rate and therefore their monthly payment. The IRS will agree to subordinate its line to the new mortgage because the taxpayer can now increase their monthly installment agreement to the IRS, allowing them to repay their tax debt faster (i.e. the refinance improves the IRS’s ability to collect).**

A subordination is requested using IRS Form 14134 (see Exhibit). The critical thing about a lien subordination is showing the IRS how collection is improved by it agreeing to the deal.



## ABOUT ERIC L. GREEN, ESQ.

Eric is a managing partner in Green & Sklarz LLC, a boutique tax firm with offices in Connecticut and New York. The focus of Attorney Eric L. Green's practice is civil and criminal taxpayer representation before the Department of Justice Tax Division, Internal Revenue Service and state Departments of Revenue Services. He is a frequent lecturer on tax topics for many national organizations, including Insightful Accountant, CCH, the NAEA, the NATP, the ABA Tax Section and the Connecticut Society of CPAs. Attorney Green has served as adjunct faculty at the *University of Connecticut School of Law*. He was the author and lecturer of the *CCH IRS Representation Certificate Program*, and has served as a columnist for *CCH's Journal of Practice & Procedure*. He is the founder of *Tax Rep LLC* which coaches accountants and attorneys on building their own IRS Representation practices, and is the host of the weekly *Tax Rep Network Podcast*.

Mr. Green is the author of *The Accountant's Guide to IRS Collection*, *The Accountant's Guide to Resolving Tax Debts* and *The Accountant's Guide to Resolving Payroll Tax Debts*. He is a contributing author for *Advocating for Low Income Taxpayers: A Clinical Studies Casebook, 3<sup>rd</sup> Edition*, and has also been quoted in *USA Today*, *Consumer Reports*, *The Wall Street Journal's Market Watch*, *TheStreet.com*, *The Wall Street Journal* and *CreditCard.com*.

Prior to practicing law Attorney Green served as a senior tax consultant for KPMG and Deloitte & Touche.

Attorney Green was the 2010 Nolan Fellow of the American Bar Association and has served as Chair of the American Bar Association's Closely Held Businesses Tax Committee. Attorney Green is a past Chair of the Executive Committee of the Connecticut Bar Association's Tax Section. Eric is a Fellow of the *American College of Tax Counsel* ("ACTC").

Attorney Green is also a member of the Connecticut, Massachusetts and New York Bar Associations, as well as the American Bar Association. Attorney Green is admitted to practice in Massachusetts, New York and Connecticut Superior Courts, the United States Tax Court, The Federal Court of Claims and the Federal District Court for Connecticut. Attorney Green received his Bachelor of Business Administration degree in Accounting with a minor in International Business from Hofstra University and is an honors graduate from New England School of Law. He earned a Masters of Laws in Taxation (LL.M.) from Boston University School of Law.

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egreen@gs-lawfirm.com

A handwritten signature in blue ink, appearing to read "E. L. Green". The signature is fluid and cursive, written on a white background.

# EXHIBITS

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- 1. Notice of Federal Tax Lien**
- 2. Form 12277: Application for Withdrawal of Filed Form 668(Y), Notice of Federal Tax Lien**
- 3. Form 14135: Application for Certificate of Discharge of Property from Federal Tax Lien**
- 4. Form 14134: Application for Certificate of Subordination of Federal Tax Lien**



**IRS** Department of the Treasury  
Internal Revenue Service

CCP-LU ACS CORRESPONDENCE

P.O. BOX 145566, STOP 813G CSC  
CINCINNATI, OH 45250-5566

**CERTIFIED MAIL**

9307110756602784308405

Letter Date: 08/23/2016

Taxpayer Identification Number:  
XXX-XX-xxxx

Person to Contact:  
P.A. BELTON

Contact Telephone Number:  
(800) 829-3903

Employee Identification Number:



TAXPAYER NAME  
PO BOX  
HARTFORD, CT xxxxx

000342

**Notice of Federal Tax Lien Filing and Your Right to a Hearing Under IRC 6320**

Dear TAXPAYER NAME

We filed a Notice of Federal Tax Lien on [REDACTED].

Type of Tax	Tax Period	Assessment Date	Amount on Lien
CIVP	12/31/2011	12/29/2014	38428.87

NOTE: Please contact the person whose name and telephone number appears on this notice to obtain the current amount you owe. Additional interest and penalties may be increasing the amount on the lien shown above.

A lien attaches to all property you currently own and to all property you may acquire in the future. It also may damage your credit rating and hinder your ability to obtain additional credit.

You have the right to a hearing with us to appeal this collection action and to discuss your payment method options. To explain the different collection appeal procedures available to you, we have enclosed Publication 1660, Collection Appeal Rights.

You must request your hearing by 09/29/2016 . Please complete the enclosed Form 12153, Request for a Collection Due Process or Equivalent Hearing, and mail it to:

Internal Revenue Service  
IRS-ACS/CDP  
P.O. BOX 42346  
PHILADELPHIA, PA 19101-2346



INTERNAL REVENUE SERVICE  
FACSIMILE FEDERAL TAX LIEN DOCUMENT

Lien Recorded : [REDACTED] - 16:30PM  
Recording Number: [REDACTED]  
UCC Number : [REDACTED]  
Liber :  
Page :

Area: SMALL BUSINESS/SELF EMPLOYED #1  
Lien Unit Phone: (800) 829-3903

IRS Serial Number: [REDACTED]

This Lien Has Been Filed in Accordance with  
Internal Revenue Regulation 301.6323(f)-1.



Name of Taxpayer :  
[REDACTED]

000342

Residence :  
PO BOX [REDACTED]  
HARTFORD, CT [REDACTED]

With respect to each assessment below, unless notice of lien  
is refiled by the date in column(e), this notice shall constitute  
the certificate of release of lien as defined in IRC 6325(a).

Form (a)	Period (b)	ID Number (c)	Assessed (d)	Refile Deadline (e)	Unpaid Balance (f)
CIVP	12/31/2011	XXX-XX-[REDACTED]	12/29/2014	01/28/2025	38428.87

Filed at: SECRETARY OF STATE  
state  
HARTFORD, CT 06115

Total | \$ 38428.87

This notice was prepared and executed at MANHATTAN, NY  
on this, the 11th day of August, 2016.

Authorizing Official:  
P.A. BELTON

Title:  
ACS SBSE [REDACTED]

**Notice of Federal Tax Lien**

Area:

SMALL BUSINESS/SELF EMPLOYED AREA #1  
(800) 829-3903

Serial Number

[REDACTED]

For Optional Use by Recording Office

As provided by section 6321, 6322, and 6323 of the Internal Revenue Code, we are giving a notice that taxes (including interest and penalties) have been assessed against the following-named taxpayer. We have made a demand for payment of this liability, but it remains unpaid. Therefore, there is a lien in favor of the United States on all property and rights to property belonging to this taxpayer for the amount of these taxes, and additional penalties, interest, and costs that may accrue.

- This Notice of Federal Tax Lien has been filed as a matter of public record.
- IRS will continue to charge penalty and interest until you satisfy the amount you owe.
- Contact the Area Office Collection Function for information on the amount you must pay before we can release this lien.
- See the back of this page for an explanation of your Administrative Appeal rights.

Name of Taxpayer

[REDACTED]

Residence

PO BOX [REDACTED]  
HARTFORD, CT [REDACTED]

**IMPORTANT RELEASE INFORMATION:** For each assessment listed below, unless notice of the lien is refiled by the date given in column (e), this notice shall, on the day following such date, operate as a certificate of release as defined in IRC 6325(a).

Kind of Tax (a)	Tax Period Ending (b)	Identifying Number (c)	Date of Assessment (d)	Last Day for Refiling (e)	Unpaid Balance of Assessment (f)	
CIVP	12/31/2011	XXX-XX [REDACTED]	12/29/2014	01/28/2025	38428.87	
Place of Filing TOWN CLERK HARTFORD City of HARTFORD, CT 06103					Total	38428.87

This notice was prepared and signed at MANHATTAN, NY, on this, the [REDACTED] day of [REDACTED], 2016.

Signature

*Chief Cordano*

for P.A. BELTON

Title

ACS SBSE  
(800) 829-3903

(NOTE: Certificate of officer authorized by law to take acknowledgment is not essential to the validity of Notice of Federal Tax Lien Rev. Rul. 71-466, 1971 - 2 C.B. 409)



000342

Form **12277**  
(October 2011)

Department of the Treasury — Internal Revenue Service

**Application for Withdrawal of Filed  
Form 668(Y), Notice of Federal Tax Lien**  
*(Internal Revenue Code Section 6323(j))*

1. Taxpayer Name *(as shown on the Notice of Federal Tax Lien)* 2. Social Security/Employer Identification No.

3. Taxpayer's Representative, if applicable, or Name and Title of contact person, if taxpayer is a business

4. Address *(Number, Street, P.O. Box)*

5. City

6. State

7. ZIP code

8. Phone Number

9. Attach copy of the Form 668(Y), Notice of Federal Tax Lien, if available, **OR**, if you don't have a copy, provide the following information, if available:

Serial number of Form 668(Y) *(found near the top of the document)*

Date Form 668(Y) filed

Recording office where Form 668(Y) was filed

10. Current status of the federal tax lien *("x" appropriate box)*

Open  Released  Unknown

11. Reason for requesting withdrawal of the filed Notice of Federal Tax Lien *("x" appropriate box(es))*

- The Notice of Federal Tax Lien was filed prematurely or not in accordance with IRS procedures.
- The taxpayer entered into an installment agreement to satisfy the liability for which the lien was imposed and the agreement did not provide for a Notice of Federal Tax Lien to be filed.
- The taxpayer is under a Direct Debit Installment Agreement.
- Withdrawal will facilitate collection of the tax.
- The taxpayer, or the Taxpayer Advocate acting on behalf of the taxpayer, believes withdrawal is in the best interest of the taxpayer and the government.

12. Explain the basis for the withdrawal request *(attach additional sheets and other documentation that substantiates your request, as needed)*

**Affirmation**

**Under penalties of perjury, I declare that I have examined this application (including any accompanying schedules, exhibits, affidavits, and statements) and, to the best of my knowledge and belief, it is true, correct, and complete**

Signature *(Taxpayer or Representative)*

Title *(if business)*

Date

## General Instructions

1. Complete the application. If the information you supply is not complete, it may be necessary for the IRS to obtain additional information before making a determination on the application.
  - Sections 1 and 2: Enter the taxpayer's name and Social Security Number (SSN) or Employer Identification Number (EIN) as shown on the Notice of Federal Tax Lien (NFTL).
  - Section 3: Enter the name of the person completing the application if it differs from the taxpayer's name in section 1 (for example, taxpayer representative). For business taxpayers, enter the name and title of person making the application. Otherwise, leave blank.
  - Sections 4 through 8: Enter current contact information of taxpayer or representative.
  - Section 9: Attach a copy of the NFTL to be withdrawn, if available. If you don't have a copy of the NFTL but have other information about the NFTL, enter that information to assist the IRS in processing your request.
  - Section 10: Check the box that indicates the current status of the lien.  
"Open" means there is still a balance owed with respect to the tax liabilities listed on the NFTL.  
"Released" means the lien has been satisfied or is no longer enforceable.  
"Unknown" means you do not know the current status of the lien.
  - Section 11: Check the box(es) that best describe the reason(s) for the withdrawal request. **NOTE:** If you are requesting a withdrawal of a released NFTL, you generally should check the last box regarding the best interest provision.
  - Section 12: Provide a detailed explanation of the events or the situation to support your reason(s) for the withdrawal request. Attach additional sheets and supporting documentation, as needed.
  - Affirmation: Sign and date the application. If you are completing the application for a business taxpayer, enter your title in the business.
2. Mail your application to the IRS office assigned your account. If the account is not assigned or you are uncertain where it is assigned, mail your application to IRS, ATTN: Advisory Group Manager, in the area where you live or is the taxpayer's principal place of business. Use Publication 4235, *Advisory Group Addresses*, to determine the appropriate office.
3. Your application will be reviewed and, if needed, you may be asked to provide additional information. You will be contacted regarding a determination on your application.
  - a. If a determination is made to withdraw the NFTL, we will file a Form 10916(c), *Withdrawal of Filed Notice of Federal Tax Lien*, in the recording office where the original NFTL was filed and provide you a copy of the document for your records.
  - b. If the determination is made to not withdraw the NFTL, we will notify you and provide information regarding your rights to appeal the decision.
4. **At your request, we will notify other interested parties of the withdrawal notice. Your request must be in writing and provide the names and addresses of the credit reporting agencies, financial institutions, and/or creditors that you want notified.**

**NOTE:** Your request serves as our authority to release the notice of withdrawal information to the agencies, financial institutions, or creditors you have identified.
5. If, at a later date, additional copies of the withdrawal notice are needed, you must provide a written request to the Advisory Group Manager. The request must provide:
  - a. The taxpayer's name, current address, and taxpayer identification number with a brief statement authorizing the additional notifications;
  - b. A copy of the notice of withdrawal, if available; and
  - c. A supplemental list of the names and addresses of any credit reporting agencies, financial institutions, or creditors to notify of the withdrawal of the filed Form 668(Y).

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### Privacy Act Notice

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We ask for the information on this form to carry out the Internal Revenue laws of the United States. The primary purpose of this form is to apply for withdrawal of a notice of federal tax lien. The information requested on this form is needed to process your application and to determine whether the notice of federal tax lien can be withdrawn. You are not required to apply for a withdrawal; however, if you want the notice of federal tax lien to be withdrawn, you are required to provide the information requested on this form. Sections 6001, 6011, and 6323 of the Internal Revenue Code authorize us to collect this information. Section 6109 requires you to provide the requested identification numbers. Failure to provide this information may delay or prevent processing your application; 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 to 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.

# Application for Certificate of Discharge of Property from Federal Tax Lien

Complete the entire application. Enter NA (*not applicable*), when appropriate. Attachments and exhibits should be included as necessary. Additional information may be requested of you or a third party to clarify the details of the transaction(s).

**1. Taxpayer Information** (*Individual or Business named on the notice of lien*):

Name ( <i>Individual First, Middle Initial, Last</i> ) or ( <i>Business</i> ) as it appears on lien		Primary Social Security Number <i>(last 4 digits only)</i>
Name Continuation ( <i>Individual First, Middle Initial, Last</i> ) or ( <i>Business d/b/a</i> )		Secondary Social Security Number <i>(last 4 digits only)</i>
Address ( <i>Number, Street, P.O. Box</i> )		Employer Identification Number
City	State	ZIP Code
Telephone Number ( <i>with area code</i> )		Fax Number ( <i>with area code</i> )

**2. Applicant Information:**  Check if also the Taxpayer (*If not the taxpayer, attach copy of lien. See Sec. 10*)

Name ( <i>First, Middle Initial, Last</i> )	Relationship to taxpayer	
Address ( <i>Number, Street, P.O. Box</i> )		
City	State	ZIP Code
Telephone Number ( <i>with area code</i> )		Fax Number ( <i>with area code</i> )

**3. Purchase/Transferee/New Owner**  Check if also the Applicant

	Relationship to taxpayer
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**4. Attorney/Representative Information** **Attached:** Form 8821 or Power of Attorney Form 2848  Yes  No

Name ( <i>First, Middle Initial, Last</i> )	Interest Represented ( <i>e.g. taxpayer, lender, etc.</i> )	
Address ( <i>Number, Street, P.O. Box</i> )		
City	State	ZIP Code
Telephone Number ( <i>with area code</i> )		Fax Number ( <i>with area code</i> )

**5. Lender/Finance Company Information - or (Settlement/Escrow Company for applications under Section 6325(b)(3) only)**

Company Name	Contact Name	Contact Phone Number
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**6. Monetary Information**

<b>Proposed sales price</b>	
Expected proceeds to be paid to the United States in exchange for the certificate of discharge <i>(Enter NA if no proceeds are anticipated)</i>	

**7. Basis for Discharge:** Check the box below that best addresses what you would like the United States to consider in your application for discharge. *(Publication 783 has additional descriptions of the Internal Revenue Code sections listed below.)*

- 6325(b)(1) Value of property remaining attached by the lien(s) is at least double the liability of the federal tax lien(s) plus other encumbrances senior to the lien(s)
- 6325(b)(2)(A) The United States receives an amount not less than the value of the United States' interest.  
*(Note: If you are applying under 6325(b)(2)(A) and are the property owner but not the taxpayer, see also section 16.)*
- 6325(b)(2)(B) Interest of the United States in the property to be discharged has no value.
- 6325(b)(3) Proceeds from property sale held in escrow subject to the liens and claims of the United States.
- 6325(b)(4) Deposit made or bond furnished in an amount equal to the value of the United States' interest.  
*(Note: This selection provides a remedy under 7426(a)(4) for return of deposit but is exclusively for a property owner not named as the taxpayer on the lien)*

**8. Description of property** *(for example, 3 bedroom rental house; 2002 Cessna twin engine airplane, serial number AT91900000000X00; etc.):*

<b>Address of real property</b> <i>(If this is personal property, list the address where the property is located):</i>		
Address <i>(Number, Street, P.O. Box)</i>		
City	State	ZIP Code
<b>FOR REAL ESTATE:</b> a legible copy of the deed or title showing the legal description is required		
		<input type="checkbox"/> Attached <input type="checkbox"/> NA
<b>FOR Discharge Requests under Section 6325(b)(1):</b> copy of deed(s) or title(s) for property remaining subject to the Federal Tax Lien is required		
		<input type="checkbox"/> Attached <input type="checkbox"/> NA

**9. Appraisal and Valuations**

<b>REQUIRED APPRAISAL</b> Professional appraisal completed by a disinterested third party	<input type="checkbox"/> Attached
<b>PLUS ONE OF THE FOLLOWING ADDITIONAL VALUATIONS:</b>	
County valuation of property <i>(real property)</i>	<input type="checkbox"/> Attached
Informal valuation of property by disinterested third party	<input type="checkbox"/> Attached
Proposed selling price <i>(for property being sold at auction)</i>	<input type="checkbox"/> Attached
Other: _____	<input type="checkbox"/> Attached

**AND** for applications under Section 6325(b)(1), valuation information (of the type described above in this section) must also be provided for property remaining subject to the lien.

**10. Copy of Federal Tax Lien(s)** *(Complete if applicant and taxpayer differ)*  Attached  No

**OR** list the lien number(s) found near the top right corner on the lien document(s) *(if known)*


**11. Copy of the sales contract/purchase agreement** *(if available)*  Attached  No

**OR**

Describe how and when the taxpayer will be divested of his/her interest in the property:

**12. Copy of a current title report**  Attached  No

**OR**

List encumbrances senior to the Federal Tax Lien. Include name and address of holder; description of encumbrance, e.g., mortgage, state lien, etc.; date of agreement; original loan amount and interest rate; amount due at time of application; and family relationship, if applicable **(Attach additional sheets as needed)**:

**13. Copy of proposed closing statement (aka HUD-1)**  Attached  No

**OR**

Itemize all proposed costs, commissions, and expenses of any transfer or sale associated with property **(Attach additional sheets as needed)**:

**14. Additional information** that may have a bearing on this request, such as pending litigation, explanations of unusual situations, etc., is attached for consideration  Attached  No

**15. Escrow Agreement** *(For applications under IRC 6325(b)(3))*  Attached  No

Escrow agreement must specify type of account, name and depository for account, conditions under which payment will be made, cost of escrow, name and address of any party identified as part of escrow agreement, and signatures of all parties involved including Advisory Group Manager. Terms for agreement must be reached before discharge approved.

**16. WAIVER** *(For applications made by third parties under IRC 6325(b)(2))*

If you are applying as an owner of the property and you are not the taxpayer, to have this application considered under section 6325(b)(2), you must waive the rights that would be available if the application were made under section 6325(b)(4). If you choose not to waive these rights, the application will be treated as one made under 6325(b)(4) and any payment will be treated like a deposit under that section. Please check the appropriate box.

**I understand that an application and payment made under section 6325(b)(2) does not provide the judicial remedy available under section 7426(a)(4). In making such an application / payment, I waive the option to have the payment treated as a deposit under section 6325(b)(4) and the right to request a return of funds and to bring an action under section 7426(a)(4).**

Waive  No

**17. Declaration**

Under penalties of perjury, I declare that I have examined this application, including any accompanying schedules, exhibits, affidavits, and statements and to the best of my knowledge and belief it is true, correct and complete.

\_\_\_\_\_  
Signature/Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature/Title

\_\_\_\_\_  
Date

# Application for Certificate of Subordination of Federal Tax Lien

Complete the entire application. Enter NA (*not applicable*), when appropriate. Attachments and exhibits should be included as necessary. Additional information may be requested to clarify the details of the transaction(s).

## 1. Taxpayer Information (*Individual or Business named on the notice of lien*)

Name ( <i>Individual First, Middle Initial, Last</i> ) or ( <i>Business</i> ) as it appears on lien		Primary Social Security Number ( <i>last 4 digits only</i> )
Name Continuation ( <i>Individual First, Middle Initial, Last</i> ) or ( <i>Business d/b/a</i> )		Secondary Social Security Number ( <i>last 4 digits only</i> )
Address ( <i>Number, Street, P.O. Box</i> )		Employer Identification Number
City	State	ZIP Code
Telephone Number ( <i>with area code</i> )	Fax Number ( <i>with area code</i> )	

## 2. Applicant Information

Check if also the Taxpayer (*If not the taxpayer, attach copy of lien. See Sec. 10*)

Name ( <i>First, Middle Initial, Last</i> )		Relationship to taxpayer
Address ( <i>Number, Street, P.O. Box</i> )		
City	State	ZIP Code
Telephone Number ( <i>with area code</i> )	Fax Number ( <i>with area code</i> )	

## 3. Property Owner

Check if also the Applicant

Relationship to Taxpayer	
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## 4. Attorney/Representative Information

**Attached:** Form 8821 or Power of Attorney Form 2848  Yes  No

Name ( <i>First, Middle Initial, Last</i> )		Interest Represented ( <i>e.g. taxpayer, lender, etc.</i> )
Address ( <i>Number, Street, P.O. Box</i> )		
City	State	ZIP Code
Telephone Number ( <i>with area code</i> )	Fax Number ( <i>with area code</i> )	

## 5. Lending/Finance Company

Company Name	Contact Name	Contact Phone Number
Type of transaction ( <i>For example, loan consolidation, refinance, etc.</i> )		



**6. Monetary Information**

Amount of existing loan <i>(if refinancing)</i>	
Amount of new loan	
Amount to be paid to the United States <i>(6325(d)(1) applications only)</i>	

**7. Basis for Subordination:** Check the box below that best addresses what you would like the United States to consider in your application for subordination. *(Publication 784 has additional descriptions of the Internal Revenue Code sections listed below.)*

- 6325(d)(1) the United States will receive an amount equal to the lien or interest to which the certificate of subordination is issued *(provide amount in Section 6 above)*
- 6325(d)(2) the issuance of the certificate of subordination will increase the government's interest and make collection of the tax liability easier. ***(Complete and attach a signed and dated statement describing how the amount the United States may ultimately realize will increase and how collection will be facilitated by the subordination.)***
- Statement     Attached     NA

**8. Description of property** *(For example, 3 bedroom rental house; 2002 Cessna twin engine airplane, serial number AT91900000000X00; etc.):*

<b>Address of real property</b> <i>(If this is personal property list the address where the property is located):</i>		
Address <i>(Number, Street, P.O. Box)</i>		
City	State	ZIP Code
<b>Real Estate:</b>		
Legible copy of deed or title showing legal description		<input type="checkbox"/> Attached <input type="checkbox"/> NA

**9. Appraisal and Valuations**

<b>Appraisal:</b> <i>(Professional appraisal completed by a disinterested third party but it is not required for a subordination)</i>	<input type="checkbox"/> Attached
<b>OR ONE OF THE FOLLOWING VALUATIONS:</b>	
County valuation of property <i>(real property)</i>	<input type="checkbox"/> Attached
Informal valuation of property by disinterested third party	<input type="checkbox"/> Attached
Proposed selling price <i>(for property being sold at auction)</i>	<input type="checkbox"/> Attached
Other: _____	<input type="checkbox"/> Attached

**10. Copy of Federal Tax Lien(s)** *(Complete if applicant and taxpayer differ)*  Attached  No

**OR** list the lien number(s) found near the top right corner on the lien document(s) *(if known)*


**11. Copy of the proposed loan agreement** *(if available)*  Attached  No

**AND**

Describe how subordination is in the best interests of the United States:

**12. Copy of a current title report** *(required for subordination)*  Attached  No

**OR**

List encumbrances with seniority over the Federal Tax Lien. Include name and address of the holder; description of the encumbrance, e.g., mortgage, state lien, etc.; date of agreement; original loan amount and interest rate; amount due at time of application; and family relationship, if applicable. Include any home equity line of credit (HELOCs) advances beginning the 46th day after the NFTL was filed, through the date you submit your application, and include expected advances through the date the certificate will be issued. ***(Attach additional sheets as needed)***

**13. Copy of proposed closing statement** *(aka HUD-1)*  Attached  No

**OR**

Itemize all proposed costs, commissions, and expenses of any transfer or sale associated with property ***(Attach additional sheets as needed)***:

**14. Additional information** that may have a bearing on this request, such as pending litigation, explanations of unusual situations, etc., is attached for consideration  Yes  No

**15. Declaration**

Under penalties of perjury, I declare that I have examined this application, including any accompanying schedules, exhibits, affidavits, and statements and to the best of my knowledge and belief it is true, correct and complete.

\_\_\_\_\_  
Signature/Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature/Title

\_\_\_\_\_  
Date