



How to Set Up For Ordering Tax Transcripts

All Tax Transcript orders will now be requested by the submitting LO/Processor. The company must have a log in to Partners to complete the request and the log ins are assigned through FSB's account to allow FSB to continue to pay for this service.

To request a log in for Partners, simply go to our website at www.fsbtpo.com and under Forms & Tools locate the Branch Set Up for Ordering Tax Transcripts document to the right of the page. Complete the form and send to tpoinfo@flanagansatebank.com. You will have your log in credentials emailed to your staff in about 24 hours or less. Follow the instructions included in the email to complete the setup of your log in.

Follow our instructions for using either an e-sign 4506T or an upload of a 4506T form to complete your request. These instructions are located on our website in the same location as the branch set up form.

Should you need to further instruction or would like one of our Inside Account Executives to walk through how to order with you, please email tpoinfo@flanagansatebank.com to request a time/day to do this.