

IRS & State Tax Collection

Document Checklist

{Please provide us all that apply}

Last three years of tax returns

Copies of any IRS notices, especially if received via certified mail

Assets:

1. Bank Accounts
 - Last six months of bank statements for all accounts
2. Investments
 - Most recent statement for all investment accounts (Stocks, Mutual Funds, Trading Accounts)
 - Most recent statement for all retirement accounts (IRA, 401(k), 403(b), etc)
 - Copies of all 401(k) and 403(b) plan documents
 - Statements of value for all other investments, including documentation of loans against any investment
3. Life Insurance
 - Statement showing the premium and cash value of life insurance
4. Real Estate
 - Printouts for the value of any real estate owned (appraisal, Zillow, etc)
 - Recent mortgage statements for any property owned
 - Recent statement for credit lines/home equity loans secured by any real estate
5. Automobiles
 - Kelly Blue Book printouts for value of each vehicle
 - Recent monthly statement of any loan balance and monthly payment
 - Recent monthly statement showing the lease payment and time remaining on the lease
6. Collectables (artwork, jewelry, collections, etc)
 - Statement of value or appraisal for collectables

Income & Expenses

1. We need your current income for you and your spouse/partner/significant other you reside with/anyone who contributes to the household income (whether they are responsible or not). Please get us any of the following if they apply:
 - A current profit and loss for each business or rental activity
 - If you or your spouse are wage earners, your three most recent pay stubs
 - Proof of any social security income
 - Proof of annuity or retirement income
 - Proof of any child support or alimony received

- Proof of any other income or cash flow stream into the household
- 2. Last three months of utility bills
- 3. Proof of your mortgage payment and balance. If you rent we need your current lease agreement
- 4. Proof of monthly car payments, whether loan or lease, with the balance remaining
- 5. Proof of health insurance and premium amount
- 6. Proof of life insurance premiums
- 7. Proof of disability insurance premiums
- 8. Proof of any alimony or child support you or your spouse pay, including the divorce or separation agreement and court order
- 9. Home equity statement
- 10. Proof of any judgments and payment plans to secured creditors
- 11. Proof of any payment plans with state taxing authorities
- 12. Proof of student loan balances and payments
- 13. Proof of current estimated tax payments (unless you are a wage earner, in which case they are reflected on your paystubs)
- 14. Proof of out of pocket healthcare expenses, IF they exceed \$52/per person per month (or \$114/month for anyone 65 or older)
- 15. Proof of child/dependent care expense, such as daycare and after-school programs
- 16. Proof of any other necessary expenses, such as mandatory union dues, restitution payments, etc.