

IRS & State Tax Collection

Document Checklist

{Please provide us all that apply}

Tax Returns - Last three years of tax returns

IRS Notices - 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. Virtual Currency (Bitcoin)
 - Recent statement of any virtual currency you have, the amount and its current value
4. Foreign Assets, trusts or bank accounts
 - Last 6 months of statements on all accounts
5. Life Insurance
 - Statement showing the premium and cash value of life insurance
6. 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
7. 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

8. Collectables (artwork, jewelry, collections, etc)
 - Statement of value or appraisal for collectables
 - Copy of your homeowners or renter's insurance including riders.

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.