

IRS & State Tax Collection

Document Checklist



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{Please provide us all that apply}

General:

1. Have you filed all your federal tax returns? Yes No
 - If No, which years remain unfiled?
 - Are the tax returns prepared?
2. Have you filed all of your state tax returns? Yes No
 - If No, which states do you need to file in?
 - What tax years remain to be filed?
 - Are the tax returns prepared?
3. Has either the IRS or state taxing authority contacted you? Yes No
 - If Yes, please provide copies of any correspondence you have received

Assets:

1. Do you have a bank account? Yes No
 - If Yes, please provide copies of the bank statements for the last six months of bank statements for all accounts
2. Do you own any investments (stocks, bonds, mutual funds, etc) Yes No
 - Most recent statement for all investment accounts (Stocks, Mutual Funds, Trading Accounts)
3. Do you have any retirement accounts (IRA, 401(k), 403(b), etc)? Yes No
 - Copies of all 401(k) and 403(b) plan documents
 - Statements of value for all other investments, including documentation of loans against any investment
4. Do you own any virtual currency or have you owned any virtual currency in the last 6 years? Yes No
 - Statement of value of anything you currently own
 - If you previously owned virtual currency and sold it please confirm it was reported on your tax returns that were filed with the IRS. Yes No

5. Do you own or have you owned any foreign assets, trusts or bank accounts in the last 6 years? Yes No
- List any foreign assets currently owned
 - If it includes foreign bank or investment accounts, please provide the last 6 months of statements on all foreign accounts
 - If you sold or transferred the assets please confirm you reported the assets/transactions on your tax returns? Yes No
6. Life Insurance
- Statement showing the premium and cash value of life insurance
7. Do you own any real estate? Yes No If No go to #8
- 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
8. Do you rent your home? Yes No
- Lease agreement
 - Utility bills
 - Proof of rental payments for the last 6 months
9. Do you own 1 or more automobiles? Yes No
- 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
10. Do you own any collectables (artwork, jewelry, collections, etc)? Yes No
- 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.