# Offer in Compromise for Wage Earners and Self-Employed Individuals

In this form, "you" refers to an individual, married couples, or business who have tax debt at the Wisconsin Department of Revenue.

# The department cannot compromise non-tax debt certified to the department for collection by state agencies and local governments.

#### Use this form if you are:

A-212 (OIC)

Form

- · An individual or married couple who owes individual income tax
- · An individual who is self-employed or has self-employment income and owes business taxes
- An individual who operates as a disregarded single member limited liability company (LLC) taxed as a sole proprietor and owes business taxes
- · An individual who is submitting an offer on behalf of a deceased person who owes taxes
- An individual with personal responsibility for sales and use tax, withholding tax, motor fuel tax, premier resort area tax, local exposition area tax, or rental vehicle fee from a business
- An individual who is personally responsible for partnership liability

Failure to resolve this debt is due to the following cause(s):					
I have filed all required tax returns.	Yes	No (If unable to file, please contact the department)	Explain:		

# Part 1: Financial Statement

Note: Include attachments if additional space is needed to respond to any question.

Section 1		Personal and Household Information					
Last Name		First Name		Date of Birth (mm/dd/yyyy)	Social Se	curity Number -	
Marital Status	Home Address			Mailing Address (If different from Home Address)			
Married	City	State	Zip Code	City	State	Zip Code	
Do you:		i.		County of Residence	Primary F	hone	
Own your home Rent Other (e.g., share rent, live with relative, etc.)					( )		
				Secondary Phone	Fax Num	ber	
			( )	( )			

#### Provide information about your spouse, if applicable.

Spouse's Last Name	Spouse's First Name	Date of Birth (mm/dd/yyyy)	Social Security Number	

#### Provide information for all other persons in the household or claimed as a dependent.

Name	Age	Relationship	Claimed as a Contributes to dependent on your income return income		Lives at home address listed above	
			🗌 Yes 🗌 No	Yes No	🗌 Yes 🗌 No	
			🗌 Yes 🗌 No	🗌 Yes 🗌 No	🗌 Yes 🗌 No	
			🗌 Yes 🗌 No	🗌 Yes 🗌 No	🗌 Yes 🗌 No	
			🗌 Yes 🗌 No	Yes No	Yes No	

# Section 2

# **Employment Information for Wage Earners**

Complete this section if you or your spouse are wage earners and received a Form W-2. If you or your spouse have self-employment income (you file a Schedule C, E, F, etc.) instead of, or in addition to wage income, you must also complete Business Information in Sections 4, 5, and 6. Add an attachment to list multiple employers.

Your Employer Name			Your Occupation		
Do you have ownership interest in this business? If yes, check the busin			est that applies:	How long with this employ	yer?
Yes No	Partner	Officer	Sole Proprietor	(yrs.)	(months)
Spouse's Employer Name			Spouse's Occupation		
Does your spouse have ownership interest in this business? If yes, check the business inte			est that applies:	How long with this employ	yer?
Yes No	Partner	Officer	Sole Proprietor	(yrs.)	(months)

# **Section 3**

# **Personal Asset Information**

Include all assets owned by you and/or your spouse, if any. If additional space is needed, include attachments. To estimate the current value, you may consult resources like Kelley Blue Book (<u>www.kbb.com</u>), NADA (<u>www.nada.com</u>), local real estate postings for properties similar to yours, and any other websites or publications that show what your assets would be worth if you were to sell them. Enter the total amounts available below. **Round to the nearest dollar. Do not enter a negative number. If any line item is a negative number, enter "0" on that line.** 

# **Cash and Investments**

Use the most current statement for each type of account, such as checking, savings, money market and online accounts, stored value cards (such as a payroll card from an employer), investment and retirement accounts (IRAs, Keogh, 401(k) plans, stocks, bonds, mutual funds, certificates of deposit), life insurance policies, and safe deposit boxes. Attach a list if needed.

# **REQUIRED VERIFICATION**

Attach complete copies of bank, investment, retirement, and life insurance policy account statements for the three most recent months. If you are self-employed, provide statements for the last six months.

# Bank, Investment and Retirement Account Information

1a	Cash Checking Savings Money Market/CD Online Account Stored Value C	Card	Balance
	Bank Name Account Number	1a	\$
1b	Cash Checking Savings Money Market/CD Online Account Stored Value O	Card	
	Bank Name   Account Number	1b	\$
1c	Total amount from bank accounts as shown on attachments =	1c	\$
1	Total (add lines 1a through 1c) =	1	\$
2a	Investment Account: Stocks Bonds Other:		
	Name of Financial Institution Account Number		
	Current Market Value \$ Minus Loan Balance \$	= 2a	\$
2b	Investment Account: Stocks Bonds Other:		
	Name of Financial Institution Account Number		
	Current Market Value \$ Minus Loan Balance \$	= 2b	\$
2c	Total amount of investment accounts as shown on attachments (current market value minus loan balance	(s)) =	\$
2	Total (add lines 2a through 2c) =	2	\$

# **Section 3**

# Personal Asset Information (Continued)

3a	Retirement Account: 401K IRA Other (list):	_	
	Name of Financial Institution Account Number	_	
	Current Market Value \$ Minus Loan Balance \$	_= 3a	\$
3b	Retirement Account: 401K IRA Other (list):	_	
	Name of Financial Institution Account Number	_	
	Current Market Value \$ Minus Loan Balance \$	_= 3b	\$
3c	Total amount of retirement accounts as shown on attachments (current market value minus loan balance(s)) =	3c	\$
3	Total (add lines 3a through 3c) =	. 3	\$
-	Total (add lines 3a through 3c) =         Life Insurance Policies	. 3	\$
-			\$
-	Life Insurance Policies	_	
-	Life Insurance Policies          Name of Insurance Company Policy Number         Current Cash Value \$ Minus Loan Balance \$         Total cash value of life insurance	_ _= 4a	\$
4a	Life Insurance Policies         Name of Insurance Company       Policy Number         Current Cash Value \$       Minus Loan Balance \$	_ _= 4a	\$

# **Real Estate**

Enter information about any house, condo, co-op, vacant land, time share, cabin, etc., regardless of location, that you wholly or partially own or are buying. Attach a list if necessary.

**REQUIRED VERIFICATION:** Attach copies of a recent appraisal or property tax bill to verify the fair market value for each property owned. Provide any rental or lease agreements for rental properties and copies of registration, if applicable.

Property Address (Street Address, City, State, Zip Code)		Primary Residence Yes No			
			Date Purchased	Monthly Payment Amount \$	
County			Description of Property		
How titl	le is held (joint tenancy, etc.)				
5a	Current Market Value \$	Minus Loan Balance — \$	(Net Value of Real Estate) =	5a	\$
Propert	ty Address (Street Address, City, State, Z	ip Code)	Primary Residence  Ye	s 🗌 No	
			Date Purchased	Monthly Payment Amount \$	
County			Description of Property		
How titl	le is held (joint tenancy, etc.)				
5b	Current Market Value \$	Minus Loan Balance — \$	(Net Value of Real Estate) =	5b	\$
<b>5c</b> To	<b>5c</b> Total value of property(s) as shown on attachments (current market value minus loan balances(s)) = <b>5c</b>				
5 To	otal (add lines 5a through 5c) :	•			\$

# Vehicles

Enter information about any cars, trucks, boats, motorcycles, trailers, campers, ATVs, snowmobiles, planes, etc., that you wholly or partially own, are buying, or lease.

# **Required Verification:** Attach copies of a recent appraisal or other documentation to verify the fair market value for each vehicle owned or leased.

Vehicle Ma	ke & Model		Year	Date Purchased	Current Mileage	
Lease	Name of Creditor			Date of Final Payment	Monthly Lease/Loan Amount	
6a	Current Market Value \$	Minus Loan Balance		Net Value of Vehicle (If is leased, enter 0 as the	the vehicle e total value) = <b>6a</b>	\$
Vehicle Ma	ke & Model		Year	Date Purchased	Current Mileage	
Lease	Name of Creditor			Date of Final Payment	Monthly Lease/Loan Amount	
6b	Current Market Value \$	Minus Loan Balance		Net Value of Vehicle (If is leased, enter 0 as the	the vehicle e total value) = <b>6b</b>	\$
Vehicle Ma	ke & Model		Year	Date Purchased	Current Mileage	
Lease	Name of Creditor		1	Date of Final Payment	Monthly Lease/Loan Amount	
6c	Current Market Value	Minus Loan Balance		Net Value of Vehicle (If is leased, enter 0 as the	the vehicle e total value) = <b>6c</b>	\$
						•
6d lotal	<b>6d</b> Total value of vehicle(s) as shown on attachments (current market value minus loan balances(s)) = <b>6d</b>					
6 Tota	6 Total (add lines 6a through 6d) = 6					

#### Other Valuable Items

Artwork, antiques, collections, firearms, jewelry, items of value in safe deposit boxes, interest in a company or business that is not publicly traded, etc. **NOTE:** Do not include clothing, furniture, and other personal effects or any one item less than \$1,000 in value.

**REQUIRED VERIFICATION:** Attach copies of a recent appraisal or other documentation to verify the fair market value for each item.

Rou	"0" on that line.			
Descript	tion of Asset			
7a	Current Market Value \$	Minus Loan Balance — \$	(Net Value of Real Estate) =	\$
Descript	tion of Asset			
	Current Market Value	Minus Loan Balance		
7b	\$	-\$	(Net Value of Real Estate) = <b>7b</b>	\$
<b>7c</b> To	tal value of item(s) as show	n on attachments (current mar	ket value minus loan balances(s)) = <b>7c</b>	\$
7 To	\$			
(D	o not include amount on the	e lines with a letter beside the r	number)	
Тс	otal of Section 3 (add lin	nes 1 through 7 and enter	the amount) =	\$

# Self Employment Information

# If you or your spouse are self-employed, Sections 4, 5 and 6 must be completed before continuing with Section 7. If you or your spouse are not self-employed, skip to Section 7 and continue.

If you or your spouse are self-employed (e.g., files Schedule(s) C, E, F, etc.) complete this section.

Is your business a sole proprietorship?	?	Address of Business (if other than personal residence)		
Yes No				
Name of Business				
Business Telephone Number	Employer Identification Number	Business Website		
( )				
Trade Name or DBA		Description of Business		
Do you or your spouse have any other	husiness interests?	Business Address (Street, City, State, Zip Code)		
Include any interest in an LLC, LLP, co				
Yes (Percentage of Ownership:	%)			
Title:				
No No				
Business Name		Business Telehphone Number	Employer Identification Number	
		( )		
Type of Business (check one): Partnership LLC Corporation Other				

# Section 5

**Business Asset Information** (for Self-Employed)

List business assets such as bank accounts, livestock, animals, tools, books, machinery, equipment, business vehicles and real property that is owned/leased/rented. If additional space is needed, attach a list of items. Do not include personal assets listed in Section 3.

**REQUIRED VERIFICATION:** Attach complete copies of bank and investment account statements for the six most recent months. Attach copies of a recent appraisal or other documentation to verify the fair market value for each additional asset.

#### **Bank Account Information**

F	Round to the nearest whole dollar. Do not enter a negative number. If any line item is a negative, enter "0" on that line.						
8a	Cash Checking	Savings	Money Market/CD	Online Account	Stored Value Card	Balance	
	Bank Name			Account Number	8a	\$	
8b	Cash Checking	Savings	Money Market/CD	Online Account	Stored Value Card		
	Bank Name			Account Number	8b	\$	
8c	Total of bank accounts as s	shown on attachr	ments =		8c	\$	
8	Total (add lines 8a throug	gh 8c) =				\$	
Des	cription of Asset						
9a	Current Market Value \$	Minus – \$	Loan Balance	(Total Value) =		\$	
	cription of Asset	-ψ				Ψ	
9b	Current Market Value \$	Minus – \$	Loan Balance	(Total Value) =		\$	
	<b>9c</b> Total value of item(s) as shown on attachments (current market value minus loan balances(s)) = $\dots$ <b>9c</b>						
9	9 Total (add lines 9a through 9c) =						

# Accounts and/or Notes Receivable

Do you have accounts and/or notes receivable, including e-payment, factoring companies, and any bartering or online auction accounts? 
Yes No

If yes, attach a current listing that includes name(s) and amount of accounts receivable.

# **Section 6 Business Income and Expense Information** (for Self-Employed)

Attach a current 36-month profit and loss (P & L) statement and move to Section 7. If you are unable to provide this statement, complete Section 6 in place of the statement.

**REQUIRED VERIFICATION:** Copies of the most recent statement for each expense claimed, outstanding loan/mortgage/ credit card balances. Copies of all lease agreements where you are lessee or lessor.

Business Income (Average the last 12 months income/receipts to determine your gross monthly income/receipts.)

F	Round to the nearest whole dollar. Do not enter a negative number. If any line item is a negative, enter "0" on that line.			
10	Gross receipts	\$		
11	Gross rental income	\$		
12	Interest income	\$		
13	Dividends	\$		
14	Other income	\$		
15	Total Business Income (add lines 10 through 14) = 15	\$		

**Business Expenses** (Average the last 12 months expenses to determine your monthly expenses.)

Round to the nearest whole dollar. Do not enter a negative number. If any line item is a negative, enter "0" on that line.			
16	Materials purchased (e.g., items directly related to the production of a product or service)	16	\$
17	Inventory purchased (e.g., goods bought for resale)	17	\$
18	Gross wages and salaries	18	\$
19	Rent	19	\$
20	Supplies (items used to conduct business and used up within one year, e.g., books, office supplies, professional equipment, etc.).	20	\$
21	Utilities/telephones	21	\$
22	Vehicle costs (gas, oil, repairs, maintenance)	22	\$
23	Business insurance	23	\$
24	Current business taxes (e.g., real estate, excise, franchise, occupational, personal property, sales and employer's portion of employment taxes)	24	\$
25	Secured debts (not credit cards)	25	\$
26	Other business expenses (include a list)	26	\$
27	Total Business Expenses (add lines 16 through 26) =	27	\$
	Total (subtract line 27 from line 15) and enter the amount =	27a	\$

# Monthly Household Income and Expense Information

#### Monthly Household Income

Enter your household's gross monthly income. The information below is for yourself, your spouse and anyone else who contributes to your household's income. The entire household includes spouse, non-liable spouse, partner, children, and others who contribute to the household. This is necessary for the Department of Revenue to accurately evaluate your offer.

# **REQUIRED VERIFICATION - Attach copies of the following:**

- · You and your spouse's three most recent pay stubs, earnings statements, etc., from each employer
- The most recent statement from all other sources of income such as pensions, Social Security, rental income, interest and dividends (including any received from a related partnership, corporation, LLC, LLP, etc.), court order for child support, alimony, and rent subsidies
- · Lease agreements for rental income

I	Round to the nearest whole dollar. Do not enter a negative number. If any line item is a negative, enter "0" on that line.				
28	You Wages         Social Security         Pension         Other Income (e.g., unemployment)           \$	\$			
29	Spouse or Partner       Wages       Social Security       Pension       Other Income (e.g., unemployment)         \$	\$			
30	Additional sources of income used to support the household 30	\$			
31	Other individuals who may contribute to the household income. Relationship 31	\$			
32	<b>32</b> Interest and dividends				
33	\$				
34	Net rental income	\$			
35	Net business income from 27a 35	\$			
36	Child support received	\$			
37	Alimony received	\$			
	Total (add lines 28 through 37) and enter the amount =	\$			

#### **Monthly Household Expenses**

- Enter your actual average monthly expense amount for each line (38 54).
- Do not enter the IRS standard amount

#### **REQUIRED VERIFICATION - Attach complete copies of the most recent statement or other verification for the following:**

- Loan balances such as mortgages, vehicles, student loans, and credit cards showing monthly payments, loan payoffs, balances, and recent activity
- Lease agreements
- Each utility expense (gas, electric, phone, water, cable/internet)
- Insurance (home, vehicle, life, health, etc.)
- · Child or dependent care provider showing amount paid monthly for ongoing care (e.g., daycare)
- · Delinquent federal, other state agency, or local tax liability

	Round to the nearest whole dollar. Do not enter a negative number. If any line item is a negative, enter "0" on that line.		
38	3 Food	8	\$
39	Clothing and other (e.g., housekeeping supplies, personal care products). A reasonable estimate of these expenses may be used	9	\$
40	<ul> <li>Housing (e.g., rent or mortgage payment and average monthly cost or property taxes, home/rental insurance, maintenance, dues and fees)</li></ul>	0	\$
41	Utilities (e.g., electricity, gas, other fuels, trash collection, water, television, internet, telephone, or cell phone)	1	\$
42	2 Vehicle loan and/or lease payments	2	\$
43	3 Vehicle operating costs (e.g., average monthly cost of maintenance, repairs, insurance, fuel, registrations licenses, inspections, parking, tolls, etc.). A reasonable estimate of these expenses may be used 43	3	\$

	Round to the nearest whole dollar. Do not enter a negative number. If any line item is a negative, enter "0" on that line.			
44	Public transportation costs (e.g., average monthly cost of fares for mass transit such as bus, train, taxi, etc.) A reasonable estimate of these expenses may be used	4	\$	
45	Health insurance premiums	5	\$	
46	Out-of-pocket health care costs (e.g., average monthly costs of prescription drugs, medical services, and medical supplies like eyeglasses, hearing aids, etc.)	6	\$	
47	Court-ordered payments (e.g., monthly cost of alimony, child support, etc.)	7	\$	
48	Child/dependent care payments (e.g., daycare)	8	\$	
49	Life insurance premiums	9	\$	
50	Current monthly taxes (e.g., monthly cost of federal, state & local tax, personal property tax, etc.) 5	0	\$	
51	Secured debts (e.g., any loan where you pledged an asset as collateral not previously listed, government guaranteed)	1	\$	
52	Unsecured debts (e.g., any other loans not previously listed such as credit cards) Enter minimum monthly payment	2	\$	
53	Enter the amount of your monthly delinquent federal, other state agency or local tax payments	3	\$	
54	Miscellaneous (provide breakdown on a separate paper)	4	\$	
	Total (add lines 38 through 54) and enter the amount =		\$	

# **Section 8**

# **Other Information**

Additional information needed to consider settlement of your tax debt.

Attach additional pages as needed.

1. If you or your business are currently in a bankruptcy proceeding, you are not eligible to apply for an offer.				
<ul> <li>a. Are you or your spouse the beneficiary of a trust, estate, or life insurance policy?</li> <li>b. Are you or your spouse currently in bankruptcy?</li> <li>c. Have you or your spouse filed bankruptcy in the past 10 years?</li> </ul>	🗌 Yes	🗌 No		
Discharge/Dismissal Date Location Filed				
2. We may require documentation of the complaint, orders, or judgements.				
a. Are you or your spouse or have you or your spouse been party to a lawsuit in the last five years? If yes, please provide details for each lawsuit, including county, case number, short description, your role (plaintiff, defendant), amount sued for, and date the lawsuit was resolved, and if not resolved, the status of the lawsuit:		No		
3. Provide either the federal Form 709 or documentation of sale, transfer, exchange or gift.				
a. In the past four years, have you or your spouse transferred any assets valued at \$1,000 or more for less than their full market value by sale, transfer, exchange, gift or in any other manner?	🗌 Yes	🗌 No		
If yes, list: Type of asset Date the asset was transferred				
4. Provide either the federal Form 709 or documentation of sale, transfer, exchange or gift.				
a. In the past four years, have you or your spouse transferred any real property (land, house, etc.)? If yes, list: Type of property Date of transfer	🗌 Yes	🗌 No		

# Part 2: Offer in Compromise

I/we submit this application to compromise the tax liabilities plus any interest, costs, penalties, and fees required by law for the tax type(s) and period(s) marked in Section 1 below.

# Section 1

# **Liability Information**

Tax Periods: Check each tax type included in your offer and list periods in right hand column. Attach additional sheets if needed.

Тах Туре	Tax Periods
Individual Income Tax	
Sales and Use Tax	
Withholding Tax	
Premier Resort Area Tax	
Local Exposition Area Tax	
Rental Vehicle Fee	
Other (list):	
Other (list):	
Personal or Partnership Liability	
(list company name):	
Additional page attached (please label i	t Liability Information)

# Section 2

**Offer and Payment Terms** 

 Total Amount Offered (cannot be left blank)
 \$

Payment Terms: Check one of the payment options below to indicate how you will pay your offer if accepted.

- Check here if you will submit full payment of the amount offered in guaranteed funds (cash, cashier's check, or money order) within 10 days from the date of acceptance.
- Check here if you cannot make full payment but can make installment payments. Installment payments must be made by electronic funds transfer (EFT). The first payment will be due no later than 30 days from the date of acceptance.

Preferred due date: \_\_\_\_\_ Enter day of the month (1-28) payment should be due. Date cannot be the 29th - 31st days of the month.

# Section 3 Source of Funds, Filing Requirements, and Tax Payment Requirements

**Source of Funds**: Tell us where you will obtain funds to pay your offer. You may consider borrowing from friends or family, taking out a loan, or selling assets. Documentation may be required.

**Tax Payment Requirements** (check all that apply)

I have made all required estimated income tax payments for the current tax year.

I am not required to make any estimated income tax payments for the current year.

#### By submitting this offer, I have read, understand, and agree to the following terms and conditions:

#### **Terms and Conditions**

This offer in compromise only includes those taxes, costs, interest, penalty and taxable periods specifically identified on any Order that may be entered.

This offer does not provide relief from liability until the offer is accepted in writing by the department and paid within ten days from the date of such acceptance, or by installment schedule approved by the department.

If I file for bankruptcy before the terms and conditions of the offer are met, I agree that the department may file a claim for the full amount of the tax liability, accrued costs, penalties and interest, and that any claim filed in the bankruptcy proceeding will be a tax claim.

The department may offset any overpayments, federal refunds and payments, refunds from other states, vendor payments, lottery prize winnings, and unclaimed property until all the terms and conditions of an order are complete.

It is mutually agreed that if within three years from the date this offer is accepted, the petitioner has income or property sufficient to enable him/her to pay the remainder of the tax including penalties, costs, and interest, the department may reopen this matter and order payment in full, or in part, of such tax, penalty and interest.

If the department determines that a compromise order was granted based on an application that was untrue, incorrect, or incomplete, the order will be null and void.

If I fail to meet any of the terms of an accepted offer, the offer will be withdrawn and the department will pursue collection of the full amount due.

#### Filing and Payments of Tax Returns

I understand that I must file and pay in full any required tax returns or assessments that become due during consideration of this application and thereafter.

#### **Collection Actions**

Collection actions initiated prior to receipt of this Offer in Compromise will not be ceased until the offer is accepted in writing, the offer is paid in full, and I have met all the terms and conditions of the offer.

The department will offset any overpayments, federal refunds and payments, refunds from other states, vendor payments, lottery prize winnings, and unclaimed property while considering this application and until the offer is accepted in writing, the offer is paid in full, and I have met all the terms and conditions of the offer.

#### **Tax Warrants**

The department may file a tax warrant while considering my offer or after acceptance during any installment period.

The department will satisfy outstanding tax warrants within 45 days of full satisfaction of all requirements of the compromise agreement.

#### Internet Posting

The debtor's name will be temporarily removed from the Delinquent Taxpayers Internet Posting within five days of receipt of this Offer in Compromise.

#### Section 5

Signatures

In accordance with sec. 71.92(3), 73.13 and 77.62(5) of the Wis. Stats., this petition is submitted by the undersigned who declares under penalties of perjury that this petition, including accompanying schedules and statements, is true, correct and complete to the best of my knowledge and belief.

Your Signature	Phone Number		Date (mm/dd/yyyy)
Spouse's Signature	Spouse's Phone Number		Date ( <i>mm/dd/</i> yyyy)
Section 6 Preparer Use Only			
Preparer's Name	Preparer's Phone Number		Date ( <i>mm/dd/yyyy</i> )
Firm's Name	Address		
City		State	Zip Code

# Mail completed application and supporting documents to:

Wisconsin Department of Revenue PO Box 8901 Madison WI 53708-8901

# For overnight delivery, mail completed application and supporting documents to:

Wisconsin Department of Revenue 2135 Rimrock Rd Madison WI 53713

# Section 7

# **Required Attachments**

#### The following required documents are attached to my Offer in Compromise (check each line as attached or indicate n/a).

Failure to attach required documentation may result in rejection of your Offer in Compromise.

#### Verification of Income

- Copies of my and my spouse's three most recent pay stubs, earnings statement, etc., from each employer
- Copies of the most recent statement from all other sources of income such as pensions, Social Security, rental income, interest and dividends (including any received from a related partnership, corporation, LLC, LLP, etc.), court order for child support, alimony, and rent subsidies
- If self-employed, a current 36-month profit and loss (P & L) statement. If not provided, section 6 is complete.

#### Verification of Assets

- \_\_\_\_\_ Complete copies of bank statements for the three most recent months (six most recent months if I am self-employed)
- \_\_\_\_\_ Copies of the most recent statement of each investment and retirement account
- \_\_\_\_\_ Copies of the most recent statement of each cash value life insurance policy
- \_\_\_\_\_ Copies of a recent appraisal or property tax bill to verify the fair market value for each property owned
- Copies of current rental agreements where I or my spouse is the lessor or lessee
- \_\_\_\_\_ Copies of recent appraisal or other verification of the value of other valuable items
- \_\_\_\_\_ List of notes receivable, if applicable (see Part 1, Section 5)
- \_\_\_\_\_ List of accounts receivable, if applicable (see Part 1, Section 5)

#### Verification of Expenses

- \_\_\_\_\_ If self-employed, copies of the most recent statements for expenses claimed
- Complete copies of the most recent statement from lenders on loans such as mortgages, vehicles, student loans, and credit cards showing monthly payments, loan payoffs, balances, and recent activity
- Copies of the most recent billing statement for each utility expense (gas, electric, phone, water, cable/internet, etc.)
- \_\_\_\_\_ Copies of the most recent billing statements for insurance (home, vehicle, life, health, etc.)
- \_\_\_\_\_ Statement from child or dependent care provider showing amount paid monthly for ongoing care (e.g., daycare)
- \_\_\_\_\_ Verification of delinquent federal, other state agency or local tax liability

### **Other Documentation**

- Form A-222, *Power of Attorney,* if you would like another person such as an attorney or CPA to represent you and you do not have one on file
- Certified copies of Letters of Guardianship and Domiciliary Letters
- Copies of any transfers of assets valued over \$1,000, including real property within the past four years
- \_\_\_\_\_ Documentation to support any special circumstances or medical conditions, if applicable
- Proof of funds for your proposed offer, if applicable
- \_\_\_\_\_ Documentation as described in Part 1, Section 8 regarding any lawsuit(s)