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We Fight For Justice

Instructions for Financial Form (8.05)

- 1. Fill out all information completely and accurately.
- 2. Do not leave any section blank. If it does not apply, write 'N/A' or 'None'. If you don't know, write 'unsure' or 'unknown'.
- 3. Make sure to provide the MOST CURRENT information relevant to the current month (address, employer, income, account balances, etc.).
- 4. If you have more than one current employer, even part time or seasonal, make sure their information es listed on the front page as well. If you are not working, let us know how you pay your bills (family, friends, public assistance, etc.).
- 5. If you have additional information for any section, please list it on a separate page and place the section number beside it. Ex. You have 4 vehicles, list the 2 of them on the sheet and the other 2 on a separate piece of paper under IV. B. Motor Vehicles and provide all the information requested for all vehicles.
- 6. Use your most current utility bills and average your other monthly expenses. Ex. If you spend \$600 a year in maintenance/ repairs on your vehicle, divide that by 12. (about \$50/month) Same thing for school supplies, etc.
- 7. Fill out your job history as completely and accurately as you can. If you cannot remember exact dates, approximate the month and year of your employment. For past employers, use your rate of pay at the time that your employment was terminated.
- 8. You must attach a copy of last 2 years income tax returns (both federal and state), as well as your 2 most recent pay stubs.
- 9. You must return this sheet to our office at least 1 week before your hearing. It can be returned either in person, by mail, or by fax. This gives us the necessary time to go over the information for complete and correct information as well as allow for your attorney to review the information and prepare the documents for court.
- 10. If you have any other questions, do not hesitate to call and ask.

