



Document Checklists

Please provide copies of **ALL** the following items. Remember, think of tax resolution as a loan application, and these are the supporting documents required for that application process.

For all items, provide copies of the last **THREE MONTHS** worth of statements/documents.

Checklist for Individuals & Couples

- Pay stubs for both spouses.
- Bank statements for all personal checking and savings accounts.
- Statements for all brokerage accounts, retirement accounts (IRS, 401k, etc.), bond funds, etc.
- Ownership information for any businesses in which you are an owner or partner.
- Credit card statements.
- Personal loans and lines of credit statements.
- Mortgage statements.
- Vehicle loan statements and copies of vehicle registrations (including cars, boats, RVs, trailers, ATVs, motorcycles, aircraft, etc.)
- Life insurance policy declarations pages.
- Property tax bills/statements for all property which you own.
- Copies of all leases and rental agreements.
- Copies of all utility bills.
- Healthcare expenses, including insurance, prescriptions, and medical bills.
- Court ordered payments, such as child support, alimony, and restitution.
- Statements/bills for any other significant household or personal expenses (even if you think they can't be claimed as an expense – you never know!)
- Description, purchase/acquisition date, current value, and loan information (if applicable) for all personal effects of significant value (such as: furniture, art, jewelery, antiques, collectors items, etc.).
- Copy of your latest completed personal income tax return (Form 1040, with attachments and schedules).

Checklist for Businesses

- Articles of Incorporation, Articles of Organization, or Business License.
- Profit and Loss statement (P&L) covering year to date (YTD) or at least last 3 months.
- Copies of credit card merchant account statements.
- Copies of business bank account statements (including payroll and operating accounts).
- Accounts receivable list (including what they owe you and how far behind they are in paying).
- Statements for any investment accounts held by the business (stocks, bonds, etc.).
- Statements for all business credit cards, loans, lines of credit, and other debts.
- Property tax bills/statements for all property owned by the business.
- Copies of all utility bills.
- Mortgage statements and commercial leases.
- Vehicle loan statements and copies of vehicle registrations (including trailers, backhoes, etc.)
- Description, purchase date, current value, and loan statements (if applicable) of all business machinery, merchandise inventory, tools, equipment, etc.
- Copies of any current UCC financing statements currently in effect.
- Copy of most recent annual business tax return (Form 1065, 1120, 1120S, etc.)
- Copy of most recent quarterly employment tax return (Form 941).
- Copy of most recent county and state sales tax returns.