

## Taxpayer Information Task List – IRS Collection Issue

Information Category	Taxpayer Task List Deadline to provide: _____
<b>(1) IRS collection documents</b>	<input type="checkbox"/> Complete Collection Information Statement: <ul style="list-style-type: none"> <li><input type="checkbox"/> Form 433-A</li> <li><input type="checkbox"/> Form 433-B</li> <li><input type="checkbox"/> Form 433-F</li> <li><input type="checkbox"/> Form 433-H</li> </ul> <input type="checkbox"/> Provide current employer/customer/banking information who has received garnishment or levy: <ul style="list-style-type: none"> <li><input type="checkbox"/> Employer/customer/bank name: _____</li> <li><input type="checkbox"/> Employer/customer/bank contact person: _____</li> <li><input type="checkbox"/> Contact person phone and fax number: _____</li> </ul> <input type="checkbox"/> Provide all copies of IRS notices, State/local tax notices
<b>(2) Tax returns and payments information</b>	<input type="checkbox"/> Tax returns for past three years: _____ <input type="checkbox"/> Tax returns for any years with issues: _____ <input type="checkbox"/> Did you file last year's returns and the past six years returns? (Y/N) ____ a. If no, why? _____ _____ <input type="checkbox"/> Do you expect to owe again for your next return that you file? (Y/N)_____ Explain: _____ _____
<b>(3) Financial information: Assets and liabilities</b>  <b>(for most items are listed on the Form 433)</b>	<input type="checkbox"/> List of household assets and liabilities (real property, vehicles, personal assets, etc.) <input type="checkbox"/> All financial account balances (checking, savings, investment, <input type="checkbox"/> Other investments and their values (businesses, stocks, land, rental property, intellectual property, etc.) <input type="checkbox"/> All retirement account balances (pension, 401K, IRS, etc.) <input type="checkbox"/> List of all life insurance policies and their cash value, if any <input type="checkbox"/> All recreational assets and associated liabilities (vacation homes, recreational vehicles, etc.) <input type="checkbox"/> Cash on hand (in possession) <input type="checkbox"/> Student loans or state/local tax debt owed <input type="checkbox"/> Any assets disposed of in the past three years <input type="checkbox"/> Any other assets and liabilities <input type="checkbox"/> Credit lines, with balances and available credit <input type="checkbox"/> Assets transferred or sold in past three years (real property, investments, retirement, businesses, etc.)

<p><b>(4) Financial information: Household income and expenses</b></p> <p><b>(for most items are listed on the Form 433)</b></p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Wage earners: Gross household income for the past three months</li> <li><input type="checkbox"/> Self-employed: Profit and loss for the past 12 months</li> <li><input type="checkbox"/> Any bonuses or income that is due to be received</li> <li><input type="checkbox"/> Other income (taxable and non-taxable): rental, child support, alimony, retirement, Social Security, investment, etc.) for the past 12 months</li> <li><input type="checkbox"/> Reconciliation of past three months bank deposits to source of income with explanation of non-taxable sources/sources not reported on Form 433</li> <li><input type="checkbox"/> Other than family members, are there any other members of the household? For each person, provide their name, relationship, age, their monthly income, and expenses that they pay for the household.</li> </ul>
<p><b>(5) Source documents: Provide these supporting documents</b></p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Last three months paystubs for all members of the family</li> <li><input type="checkbox"/> Last three months financial account statements (all accounts and all pages)</li> <li><input type="checkbox"/> Bills, receipts, and payments for last three months of household living expenses and any other allowable expenses</li> <li><input type="checkbox"/> Bills, receipts, and payments for any household living expenses and other allowable expenses paid on an annual basis</li> <li><input type="checkbox"/> Self-employed: profit and loss statement for the past 12 months</li> <li><input type="checkbox"/> Estimated tax payment made for the past year</li> <li><input type="checkbox"/> State and local income taxes paid for the last year, including any installment agreement payments for back taxes owed</li> <li><input type="checkbox"/> Court ordered payments: court order and payments made for past year</li> <li><input type="checkbox"/> Student loan payments made in the past year</li> <li><input type="checkbox"/> Payments to other debts in the past year: include loan document and payments</li> <li><input type="checkbox"/> Professional fees for the past year: include invoice, description of services performed, and payments made</li> <li><input type="checkbox"/> Other: _____</li> <li><input type="checkbox"/> Other: _____</li> <li><input type="checkbox"/> Other: _____</li> </ul>
<p><b>(6) Personal Information to evaluate collection alternatives</b></p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Household family member(s) information (age, health, income, assets)</li> <li><input type="checkbox"/> Employment information</li> <li><input type="checkbox"/> Past employment history</li> <li><input type="checkbox"/> Bankruptcy history</li> <li><input type="checkbox"/> Residences in the past 10 years</li> <li><input type="checkbox"/> Beneficiary of trust, estate or life insurance policy</li> <li><input type="checkbox"/> Safety deposit box contents, if any</li> <li><input type="checkbox"/> Business information, if applicable</li> <li><input type="checkbox"/> Level of education</li> <li><input type="checkbox"/> Past unemployment or underemployment history</li> <li><input type="checkbox"/> Effects of a federal tax lien</li> <li><input type="checkbox"/> Retirement timeline, if applicable</li> <li><input type="checkbox"/> Other: _____</li> <li><input type="checkbox"/> Other: _____</li> <li><input type="checkbox"/> Other: _____</li> </ul>