Checklist of Documentation for Offer in Compromise/Earned Income Tax Credit

Taxpayer Information

- ☐ Marriage Certificate
- ☐ Social Security Cards for Taxpayers
- ☐ Custody agreement
- ☐ Divorce decree / settlement

Dependent Information for each claimed as dependent

- ☐ Birth Certificate
- ☐ Immunization Records
- ☐ Doctor's Records showing home address for years in question
- ☐ School Records - showing home address, name of guardian, and dates of attendance for years _____
- ☐ Social Security Cards
- ☐ Affidavits from family and friends

Tax Return

- ☐ Copy of last Tax Return with all schedules

Proof of Income for last 3 months or Years _____

- ☐ W-2
- ☐ Paystub
- ☐ Disability check stub or statement
- ☐ SSI check stub or statement
- ☐ Social Security check stub or statement
- ☐ Pension/Retirement check stub or statement
- ☐ Veteran's Benefits statement
- ☐ Unemployment check stub or statement
- ☐ Foodstamp statement
- ☐ Welfare statement
- ☐ Child Support
- ☐ Alimony
- ☐ Rental income (copies of leases or checks)
- ☐ Interest income statement
- ☐ Dividend income statement

Proof of Self-employment income

- ☐ Invoices
- ☐ Commissions
- ☐ Income Statements

Bank Records for last 3 months

- ☐ Checking Statement (all pages)
- ☐ Savings Statement (all pages)
- ☐ Money Market
- ☐ Brokerage Account

- ☐ 401(k) Statements
- ☐ Credit Card Statements

Life Insurance

- ☐ Term insurance - bill
- ☐ Whole life (with cash value) - statement with policy holder, type, and cash value

Checklist of Documentation for Offer in Compromise/Earned Income Tax Credit

Expenses

Housing for last 3 months or Years _____

- ☐ Rent receipt
- ☐ Rent cancelled check
- ☐ Mortgage Statement showing payment and current balance
- ☐ House insurance bill
- ☐ Other

Utilities for last 3 months or Years _____

- ☐ Electric Bill
- ☐ Gas Bill
- ☐ Water Bill
- ☐ Phone Bill
- ☐ Trash bills
- ☐ Other

Transportation Expenes for last 3 months

- ☐ Car loan statement showing payment and current balance
- ☐ Car insurance
- ☐ Public transportation costs
- ☐ Other

Medical Expenses for last 3 months

- ☐ Doctor Bills
- ☐ Prescription Bills or Statement from Pharmacy
- ☐ Therapy Bills
- ☐ Hospital Bills
- ☐ Health Insurance Premiums
- ☐ Other

Taxes

- ☐ Personal (auto)
- ☐ Real Estate
- ☐ State income
- ☐ Federal income

Court ordered expenses

- ☐ Divorce decree / support order
- ☐ Copies of canceled checks/money orders
- ☐ Copy of court order requiring payment
- ☐ Other

- ☐ Child care expenses (receipt or cancelled check)

- ☐ Support for family members not living with you, not court ordered (cancelled check, money orders)