





## **INSTRUCTIONS FOR COMPLETING THE STATEMENT OF FINANCIAL CONDITION**

It is important that you answer all questions on this form to give the Department of Revenue the opportunity to review your claim. Incomplete forms will delay processing or result in rejection of your proposed payment plan due to our decision being based on incomplete information. Mark any line that does not apply to you with "N/A".

### **ASSETS & LIABILITIES:**

When completing Statement of Assets and Liabilities, be sure to complete all lines.

### **INCOME AND EXPENSES:**

#### **INCOME:**

##### (1) Business:

- (a) Corporation must attach their Federal Tax Returns for the last two accounting periods and current cash flow projections.
- (b) Individual proprietorships and partnerships must supply Personal and Business Tax Returns for the last two years and current cash flow projection.

##### (2) Individuals:

- (a) Please furnish a copy of your paystub to verify income. If your pay fluctuates, please supply Tax Return.
- (b) If you are receiving DPA, pension Income, Utility Subsidy, Unemployment Compensation or Social Security, furnish copy of check or letter from Agency.
- (c) Income should be shown for all members of household.
- (d) If you have additional sources of income, please explain.

#### **EXPENSES:**

- (1) All expense items, except groceries, should be supported with receipts.
- (2) Utility bills should be supported with samples of winter and summer bills to arrive at your average monthly expenses.
- (3) If you pay some expenses quarterly or annually, e.g. Insurance, average this amount over a 12 month period.
- (4) If you have a medical problem which requires monthly expenditures, a note from your doctor will assist the Department.

#### **ADDITIONAL INFORMATION:**

In your own words, please explain below why plan is necessary. (Use separate sheet if necessary).