

# Homework Assignment / Checklist - 2019

CLIENT \_\_\_\_\_

**NOTES:** Email all documents if possible or bring **copies only** – no original documents please.

- If you are married and living in the same house, you must provide your spouse's complete information, even if you are the only one filing.
- If you email documents please indicate in the Subject line what is in the email.

**Note: Check off each document provided or N/A for does not apply.**

## Tax Returns or Transcripts

\_\_\_ 2016/2017 or 2017/2018 Federal and MI state income tax returns – all schedules including W-2's

## Income from All Sources

\_\_\_ Employment – The prior **SEVEN** months of weekly, bi-weekly or monthly pay stubs showing year to date numbers. A printout that does **NOT** show year to date numbers is not acceptable

\_\_\_ Unemployment payments received in the last **SEVEN** months

\_\_\_ Pension payment statements

\_\_\_ All forms of Social Security retirement/SSI/SSD for yourself or a dependent

\_\_\_ Child or spousal support received and statement showing any amount due

\_\_\_ Food assistance, WIC

\_\_\_ Other income – contributions to household expense by another person or family member

\_\_\_ Business income – month-by-month profit and loss

\_\_\_ Rental property income – month-by-month profit and loss

\_\_\_ Interest / dividend income

## Debts

\_\_\_ Most recent statements / bills showing debts you owe. Remove all bills from envelopes. Do not include duplicates.

## Insurance Policies

\_\_\_ Life insurance policies with a cash surrender value, either owned by you or insuring your life

\_\_\_ Vehicle insurance policies, not the proof of insurance you carry in your car

\_\_\_ Home insurance policies for your real estate

\_\_\_ Renters insurance

\_\_\_ Fire insurance policies for rental properties

## Real Estate

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\_\_\_ Initial here if you want me to get these documents for you. There is a charge of \$75.

\_\_\_ Current property tax statements for most recent year – Summer & Winter

\_\_\_ Recorded Mortgages

\_\_\_ Recorded Deeds

\_\_\_ Recorded Land contracts

## Leases

\_\_\_ Apartment

\_\_\_ Apartment sub-lease

\_\_\_ Vehicles

## Vehicles You Own

\_\_\_ Titles for vehicles, boats, mobile homes

\_\_\_ Vehicle appraisals go to [kbb.com](http://kbb.com)

## Financial Records

\_\_\_ Bank or credit unions – **SEVEN** months – any account that has your name on it.

\_\_\_ Debit cards to which your pay check is deposited – **SEVEN** months

\_\_\_ Retirement accounts – pension, IRA, 401k, 403b, etc. Last quarterly statement

\_\_\_ Current statement from secured lenders – car/vehicle loans, mortgages, home equity, etc.

\_\_\_ Savings bonds or stock certificates.

\_\_\_ Most recent credit card account statements if card was used within 90 days

\_\_\_ Proof of regular monthly expenses, i.e., utilities, transportation expenses, domestic support

## Other Documents

\_\_\_ Letters from bill collectors, court papers related to lawsuits or garnishments

\_\_\_ Divorce judgment and property settlement agreements within the past 5 years

\_\_\_ Name, address, and telephone number of each holder of a domestic support obligation

\_\_\_ Statement from the FOC or the State of Michigan showing support payments and status of any arrearages.