

# Collection Information Statement for Wage Earners and Self-Employed Individuals

Complete all entry spaces with the most current data available.

**Important!** Write "N/A" (not applicable) in spaces that do not apply. We may require additional information to support "N/A" entries.

Failure to complete all entry spaces may result in rejection or significant delay in the resolution of your account.

## Section 1 Personal Information

Check this box  
when all spaces in  
Sect. 1 are filled in.

## Section 2 Your Business Information

Check this box  
when all spaces in  
Sect. 2 are filled in  
and attachments  
provided.

7. Are you or your spouse self-employed or operate a business? (Check "Yes" if either applies)

☐ No ☐ Yes If yes, provide the following information:

7a. Name of Business \_\_\_\_\_

7b. Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_



7c. Employer Identification No., if available : \_\_\_\_\_

7d. Do you have employees? ☐ No ☐ Yes

7e. Do you have accounts/notes receivable? ☐ No ☐ Yes

If yes, please complete Section 8 on page 5.

## Section 3 Employment Information

Check this box  
when all spaces in  
Sect. 3 are filled in  
and attachments  
provided.

## Section 4 Other Income Information

Check this box  
when all spaces in  
Sect. 4 are filled in  
and attachments  
provided.

10. Do you receive income from sources other than your own business or your employer? (Check all that apply.)

☐ Pension ☐ Social Security ☐ Other (specify, i.e. child support, alimony, rental) \_\_\_\_\_

Name \_\_\_\_\_ SSN \_\_\_\_\_

**Section 5****Banking,  
Investment,  
Cash, Credit,  
and Life  
Insurance  
Information**

Complete all  
entry spaces  
with the most  
**current** data  
available.

**11. CHECKING ACCOUNTS.** List all checking accounts. (If you need additional space, attach a separate sheet.)

Type of Account	Full Name of Bank, Savings & Loan, Credit Union or Financial Institution	Bank Routing No.	Bank Account No.	Current Account Balance
11a. <u>Checking</u>	Name _____ Street Address _____ City/State/Zip _____	_____	_____	\$ _____
11b. <u>Checking</u>	Name _____ Street Address _____ City/State/Zip _____	_____	_____	\$ _____
<b>11c. Total Checking Account Balances</b>				<b>\$ _____</b>

**12. OTHER ACCOUNTS.** List all accounts, including brokerage, savings, and money market, not listed on line 11.

Type of Account	Full Name of Bank, Savings & Loan, Credit Union or Financial Institution	Bank Routing No.	Bank Account No.	Current Account Balance
12a. _____	Name _____ Street Address _____ City/State/Zip _____	_____	_____	\$ _____
12b. _____	Name _____ Street Address _____ City/State/Zip _____	_____	_____	\$ _____
<b>12c. Total Other Account Balances</b>				<b>\$ _____</b>



**ATTACHMENTS REQUIRED:** Please include your current bank statements (checking, savings, money market, and brokerage accounts) for the past three months for all accounts.

**13. INVESTMENTS.** List all investment assets below. Include stocks, bonds, mutual funds, stock options, certificates of deposits, and retirement assets such as IRAs, Keogh, and 401(k) plans. (If you need additional space, attach a separate sheet.)

Name of Company	Number of Shares / Units	Current Value	Loan Amount	Used as collateral on loan?
13a. _____	_____	\$ _____	\$ _____	<input type="checkbox"/> No <input type="checkbox"/> Yes
13b. _____	_____	_____	_____	<input type="checkbox"/> No <input type="checkbox"/> Yes
13c. _____	_____	_____	_____	<input type="checkbox"/> No <input type="checkbox"/> Yes
<b>13d. Total Investments</b>		<b>\$ _____</b>		

**Current Value:**  
Indicate the amount you could sell the asset for today.

**14. CASH ON HAND.** Include any money that you have that is not in the bank.

**14a. Total Cash on Hand** **\$ \_\_\_\_\_**

**15. AVAILABLE CREDIT.** List all lines of credit, including credit cards.

Full Name of Credit Institution	Credit Limit	Amount Owed	Available Credit
15a. Name _____ Street Address _____ City/State/Zip _____	_____	_____	\$ _____
15b. Name _____ Street Address _____ City/State/Zip _____	_____	_____	\$ _____
<b>15c. Total Credit Available</b>			<b>\$ _____</b>

Name \_\_\_\_\_ SSN \_\_\_\_\_

**Section 5**  
continued**16. LIFE INSURANCE.** Do you have life insurance with a cash value? ☐ No ☐ Yes

(Term Life insurance does not have a cash value.)

If yes:

**16a.** Name of Insurance Company \_\_\_\_\_**16b.** Policy Number(s) \_\_\_\_\_**16c.** Owner of Policy \_\_\_\_\_**16d.** Current Cash Value \$ \_\_\_\_\_ **16e.** Outstanding Loan Balance \$ \_\_\_\_\_

Subtract "Outstanding Loan Balance" line 16e from "Current Cash Value" line 16d = 16f

\$ \_\_\_\_\_

☐ Check this box when all spaces in Sect. 5 are filled in and attachments provided.**ATTACHMENTS REQUIRED:** Please include a statement from the life insurance companies that includes type and cash/loan value amounts. If currently borrowed against, include loan amount and date of loan.**Section 6**  
Other Information**17. OTHER INFORMATION.** Respond to the following questions related to your financial condition: (Attach sheet if you need more space.)**17a.** Are there any garnishments against your wages? ☐ No ☐ Yes

If yes, who is the creditor? \_\_\_\_\_ Date creditor obtained judgement \_\_\_\_\_ Amount of debt \$ \_\_\_\_\_

**17b.** Are there any judgments against you? ☐ No ☐ Yes

If yes, who is the creditor? \_\_\_\_\_ Date creditor obtained judgement \_\_\_\_\_ Amount of debt \$ \_\_\_\_\_

**17c.** Are you a party in a lawsuit? ☐ No ☐ Yes

If yes, amount of suit \$ \_\_\_\_\_ Possible completion date \_\_\_\_\_ Subject matter of suit \_\_\_\_\_

**17d.** Did you ever file bankruptcy? ☐ No ☐ Yes

If yes, date filed \_\_\_\_\_ Date discharged \_\_\_\_\_

**17e.** In the past 10 years did you transfer any assets out of your name for less than their actual value? ☐ No ☐ Yes

If yes, what asset? \_\_\_\_\_ Value of asset at time of transfer \$ \_\_\_\_\_

When was it transferred? \_\_\_\_\_ To whom was it transferred? \_\_\_\_\_

**17f.** Do you anticipate any increase in household income in the next two years? ☐ No ☐ Yes

If yes, why will the income increase? \_\_\_\_\_ (Attach sheet if you need more space.)

How much will it increase? \$ \_\_\_\_\_

**17g.** Are you a beneficiary of a trust or an estate? ☐ No ☐ Yes

If yes, name of the trust or estate \_\_\_\_\_ Anticipated amount to be received \$ \_\_\_\_\_

When will the amount be received? \_\_\_\_\_

**17h.** Are you a participant in a profit sharing plan? ☐ No ☐ Yes

If yes, name of plan \_\_\_\_\_ Value in plan \$ \_\_\_\_\_

☐ Check this box when all spaces in Sect. 6 are filled in.**Section 7**  
Assets and Liabilities☒ **Current Value:**

Indicate the amount you could sell the asset for today.

**18. PURCHASED AUTOMOBILES, TRUCKS AND OTHER LICENSED ASSETS.** Include boats, RV's, motorcycles, trailers, etc. (If you need additional space, attach a separate sheet.)

Description (Year, Make, Model, Mileage)	<input checked="" type="checkbox"/> Current Value	Current Loan Balance	Name of Lender	Purchase Date	Amount of Monthly Payment
<b>18a.</b> Year _____ Make/Model _____ Mileage _____	\$ _____	\$ _____	_____	_____	\$ _____
<b>18b.</b> Year _____ Make/Model _____ Mileage _____	\$ _____	\$ _____	_____	_____	\$ _____
<b>18c.</b> Year _____ Make/Model _____ Mileage _____	\$ _____	\$ _____	_____	_____	\$ _____

Name \_\_\_\_\_

SSN \_\_\_\_\_

**Section 7**  
continued

- 19. LEASED AUTOMOBILES, TRUCKS AND OTHER LICENSED ASSETS.**
- Include boats, RV's, motorcycles, trailers, etc.
- 
- (If you need additional space, attach a separate sheet.)

Description (Year, Make, Model)	Lease Balance	Name and Address of Lessor	Lease Date	Amount of Monthly Payment
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**19a.** Year \_\_\_\_\_  
 Make/Model \_\_\_\_\_ \$ \_\_\_\_\_ \$ \_\_\_\_\_

**19b.** Year \_\_\_\_\_  
 Make/Model \_\_\_\_\_ \$ \_\_\_\_\_ \$ \_\_\_\_\_

**ATTACHMENTS REQUIRED:** Please include your current statement from lender with monthly car payment amount and current balance of the loan for each vehicle purchased or leased.

- 20. REAL ESTATE.**
- List all real estate you own. (If you need additional space, attach a separate sheet.)

Street Address, City, State, Zip, and County	Date Purchased	Purchase Price	☆ Current Value	Loan Balance	Name of Lender or Lien Holder	Amount of Monthly Payment	*Date of Final Payment
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**20a.** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_ \$ \_\_\_\_\_ \$ \_\_\_\_\_ \$ \_\_\_\_\_ \$ \_\_\_\_\_

**20b.** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_ \$ \_\_\_\_\_ \$ \_\_\_\_\_ \$ \_\_\_\_\_ \$ \_\_\_\_\_

**ATTACHMENTS REQUIRED:** Please include your current statement from lender with monthly payment amount and current balance for each piece of real estate owned.

- 21. PERSONAL ASSETS.**
- List all Personal assets below. (If you need additional space, attach separate sheet.)

*Furniture/Personal Effects* includes the total current market value of your household such as furniture and appliances.*Other Personal Assets* includes all artwork, jewelry, collections (coin/gun, etc.), antiques or other assets.

Description	☆ Current Value	Loan Balance	Name of Lender	Amount of Monthly Payment	*Date of Final Payment
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**21a.** Furniture/Personal Effects \$ \_\_\_\_\_ \$ \_\_\_\_\_ \$ \_\_\_\_\_

Other: (List below)

**21b.** Artwork \$ \_\_\_\_\_ \$ \_\_\_\_\_ \$ \_\_\_\_\_

**21c.** Jewelry \_\_\_\_\_ \$ \_\_\_\_\_

**21d.** \_\_\_\_\_

**21e.** \_\_\_\_\_

- 22. BUSINESS ASSETS.**
- List all business assets and encumbrances below, include Uniform Commercial Code (UCC) filings. (If you need additional space, attach a separate sheet.)
- Tools used in Trade or Business*
- includes the basic tools or books used to conduct your business, excluding automobiles.
- Other Business Assets*
- includes any other machinery, equipment, inventory or other assets.

Description	☆ Current Value	Loan Balance	Name of Lender	Amount of Monthly Payment	*Date of Final Payment
-------------	--------------------	-----------------	----------------	---------------------------------	------------------------------

**22a.** Tools used in Trade/Business \$ \_\_\_\_\_ \$ \_\_\_\_\_ \$ \_\_\_\_\_

Other: (List below)

**22b.** Machinery \$ \_\_\_\_\_ \$ \_\_\_\_\_ \$ \_\_\_\_\_

**22c.** Equipment \_\_\_\_\_ \$ \_\_\_\_\_

**22d.** \_\_\_\_\_

**22e.** \_\_\_\_\_

☐ Check this box when all spaces in Sect. 7 are filled in and attachments provided.

Name \_\_\_\_\_ SSN \_\_\_\_\_

**Section 8**  
**Accounts/**  
**Notes**  
**Receivable***Use only if  
needed.*☐ Check this  
box if Section  
8 not needed.**23. ACCOUNTS/NOTES RECEIVABLE.** List all accounts separately, including contracts awarded, but not started. (If you need additional space, attach a separate sheet.)

Description	Amount Due	Date Due	Age of Account
<b>23a.</b> Name _____ Street Address _____ City/State/Zip _____	\$ _____	_____	<input type="checkbox"/> 0 - 30 days <input type="checkbox"/> 30 - 60 days <input type="checkbox"/> 60 - 90 days <input type="checkbox"/> 90+ days
<b>23b.</b> Name _____ Street Address _____ City/State/Zip _____	\$ _____	_____	<input type="checkbox"/> 0 - 30 days <input type="checkbox"/> 30 - 60 days <input type="checkbox"/> 60 - 90 days <input type="checkbox"/> 90+ days
<b>23c.</b> Name _____ Street Address _____ City/State/Zip _____	\$ _____	_____	<input type="checkbox"/> 0 - 30 days <input type="checkbox"/> 30 - 60 days <input type="checkbox"/> 60 - 90 days <input type="checkbox"/> 90+ days
<b>23d.</b> Name _____ Street Address _____ City/State/Zip _____	\$ _____	_____	<input type="checkbox"/> 0 - 30 days <input type="checkbox"/> 30 - 60 days <input type="checkbox"/> 60 - 90 days <input type="checkbox"/> 90+ days
<b>23e.</b> Name _____ Street Address _____ City/State/Zip _____	\$ _____	_____	<input type="checkbox"/> 0 - 30 days <input type="checkbox"/> 30 - 60 days <input type="checkbox"/> 60 - 90 days <input type="checkbox"/> 90+ days
<b>23f.</b> Name _____ Street Address _____ City/State/Zip _____	\$ _____	_____	<input type="checkbox"/> 0 - 30 days <input type="checkbox"/> 30 - 60 days <input type="checkbox"/> 60 - 90 days <input type="checkbox"/> 90+ days
<b>23g.</b> Name _____ Street Address _____ City/State/Zip _____	\$ _____	_____	<input type="checkbox"/> 0 - 30 days <input type="checkbox"/> 30 - 60 days <input type="checkbox"/> 60 - 90 days <input type="checkbox"/> 90+ days
<b>23h.</b> Name _____ Street Address _____ City/State/Zip _____	\$ _____	_____	<input type="checkbox"/> 0 - 30 days <input type="checkbox"/> 30 - 60 days <input type="checkbox"/> 60 - 90 days <input type="checkbox"/> 90+ days
<b>23i.</b> Name _____ Street Address _____ City/State/Zip _____	\$ _____	_____	<input type="checkbox"/> 0 - 30 days <input type="checkbox"/> 30 - 60 days <input type="checkbox"/> 60 - 90 days <input type="checkbox"/> 90+ days
<b>23j.</b> Name _____ Street Address _____ City/State/Zip _____	\$ _____	_____	<input type="checkbox"/> 0 - 30 days <input type="checkbox"/> 30 - 60 days <input type="checkbox"/> 60 - 90 days <input type="checkbox"/> 90+ days
<b>23k.</b> Name _____ Street Address _____ City/State/Zip _____	\$ _____	_____	<input type="checkbox"/> 0 - 30 days <input type="checkbox"/> 30 - 60 days <input type="checkbox"/> 60 - 90 days <input type="checkbox"/> 90+ days
<b>23l.</b> Name _____ Street Address _____ City/State/Zip _____	\$ _____	_____	<input type="checkbox"/> 0 - 30 days <input type="checkbox"/> 30 - 60 days <input type="checkbox"/> 60 - 90 days <input type="checkbox"/> 90+ days

☐ Check this box  
when all spaces in  
Sect. 8 are filled in.**Add "Amount Due" from lines 23a through 23l = 23m**

\$

Name \_\_\_\_\_

SSN \_\_\_\_\_

**Section 9****Monthly Income and Expense Analysis**

If only one spouse has a tax liability, but both have income, list the total household income and expenses.

**Total Income****Source****Gross Monthly**24. Wages (Yourself)<sup>1</sup>

\$

25. Wages (Spouse)<sup>1</sup>

26. Interest - Dividends

27. Net Income from Business<sup>2</sup>28. Net Rental Income<sup>3</sup>

29. Pension/Social Security (Yourself)

30. Pension/Social Security (Spouse)

31. Child Support

32. Alimony

33. Other

34. Total Income

\$

**Total Living Expenses****Expense Items<sup>4</sup>****Actual Monthly**35. Food, Clothing and Misc.<sup>5</sup>

\$

36. Housing and Utilities<sup>6</sup>37. Transportation<sup>7</sup>

38. Health Care

39. Taxes (Income and FICA)

40. Court ordered payments

41. Child/dependent care

42. Life insurance

43. Other secured debt

44. Other expenses

45. Total Living Expenses

\$

**<sup>1</sup> Wages, salaries, pensions, and social security:** Enter your gross monthly wages and/or salaries. Do not deduct withholding or allotments you elect to take out of your pay, such as insurance payments, credit union deductions, car payments etc.

To calculate your gross monthly wages and/or salaries:

*If paid weekly* - multiply weekly gross wages by 4.3. Example: \$425.89 x 4.3 = \$1,831.33

*If paid bi-weekly (every 2 weeks)* - multiply bi-weekly gross wages by 2.17. Example: \$972.45 x 2.17 = \$2,110.22

*If paid semi-monthly (twice each month)* - multiply semi-monthly gross wages by 2. Example: \$856.23 x 2 = \$1,712.46

**<sup>2</sup> Net Income from Business:** Enter your monthly net business income. This is the amount you earn after you pay ordinary and necessary monthly business expenses. This figure should relate to the yearly net profit from your Form 1040 Schedule C. If it is more or less than the previous year, you should attach an explanation. If your net business income is a loss, enter "0". Do not enter a negative number.

**<sup>3</sup> Net Rental Income:** Enter your monthly net rental income. This is the amount you earn after you pay ordinary and necessary monthly rental expenses. If your net rental income is a loss, enter "0". Do not enter a negative number.

**<sup>4</sup> Expenses not generally allowed:** We generally do not allow you to claim tuition for private schools, public or private college expenses, charitable contributions, voluntary retirement contributions, payments on unsecured debts such as credit card bills, cable television and other similar expenses. However, we may allow these expenses, if you can prove that they are necessary for the health and welfare of you or your family or for the production of income.

**<sup>5</sup> Food, Clothing and Misc.:** Total of clothing, food, housekeeping supplies and personal care products for one month.

**<sup>6</sup> Housing and Utilities:** For your principal residence: Total of rent or mortgage payment. Add the average monthly expenses for the following: property taxes, home owner's or renter's insurance, maintenance, dues, fees, and utilities. Utilities include gas, electricity, water, fuel, oil, other fuels, trash collection and telephone.

**<sup>7</sup> Transportation:** Total of lease or purchase payments, vehicle insurance, registration fees, normal maintenance, fuel, public transportation, parking and tolls for one month.

**ATTACHMENTS REQUIRED:** Please include:

- A copy of your last Form 1040 with all Schedules.
- Proof of all current expenses that you paid for the past 3 months, including utilities, rent, insurance, property taxes, etc.
- Proof of all non-business transportation expenses (e.g., car payments, lease payments, fuel, oil, insurance, parking, registration).
- Proof of payments for health care, including health insurance premiums, co-payments, and other out-of-pocket expenses, for the past 3 months.
- Copies of any court order requiring payment and proof of such payments (e.g., cancelled checks, money orders, earning statements showing such deductions) for the past 3 months.



☐ Check this box when all spaces in Sect. 9 are filled in and attachments provided.

☐ Check this box when all spaces in all sections are filled in and all attachments provided.



**Failure to complete all entry spaces may result in rejection or significant delay in the resolution of your account.**

**Certification:** Under penalties of perjury, I declare that to the best of my knowledge and belief this statement of assets, liabilities, and other information is true, correct and complete.

Your Signature \_\_\_\_\_

Spouse's Signature \_\_\_\_\_

Date \_\_\_\_\_