

Your Name: _____ Date: _____

NOTE: Please answer as many of these questions as you can. We will not be able to represent you effectively if there are documents or data in your possession which you do not disclose to us before we begin.

1. ___ Bring ALL THE IRS COLLECTION LETTERS in your possession.
2. ___ Is there a wage garnishment or bank account levy or other enforced collection action pending?
3. ___ Bring a copy of the tax returns for which you owe money.
4. ___ If there is a Revenue Officer assigned to your case, the name, address & telephone.
5. ___ If California is also trying to collect money, all of their correspondence as well.
6. ___ If you have used any other person or company to represent you, their names, addresses and phone.
7. ___ If you have submitted documentation such as financial statements or Offers In Compromise, then bring copies of all such documents submitted and all correspondence sent or received.
8. ___ What were the circumstances which caused you to end up owing the tax agency?
9. ___ Have those circumstances been corrected so that you will not repeat your earlier mistake?
10. ___ Are you confident you will be able to file and pay your future tax returns.
11. ___ Is your income sufficient to keep current on your current taxes, as well as make meaningful payments on your back taxes?
12. ___ If not, when, if ever, do you expect that your income will be sufficient to pay the back taxes?
13. ___ Are there circumstances in your life, such as illness, retirement, loss of professional license, etc. that will prevent your income from ever being sufficient to pay your back taxes.
14. ___ Do you keep any of your financial records in a computerized accounting system, such as Quicken or Quickbooks?
15. ___ If you were to make an Offer in Compromise, is there someone from whom you could borrow the money necessary to fund such an offer?
16. ___ If the tax debt is a result of an audit, do you feel the audit result was unjust for any reason? Can you provide documentation to back up your claim?
17. ___ Was the tax debt incurred while you were married to a former spouse?
18. ___ Was the tax debt incurred when you were a participant in some business, and your business partners or associates were the ones primarily responsible for incurring the debt?
19. ___ Was there some other reason you feel you really don't owe the taxes?
20. ___ Is there any large sum of money you expect to receive in the next two years or so which could be used to fund an Offer in Compromise?
20. ___ Are you sick, disabled, or in some other way incapable of earning money?
21. ___ Do you have a substantial asset, which, if sold, would be sufficient to pay the tax debt?
22. ___ Has the tax agency filed a TAX LIEN with the County Recorder? It may be necessary to obtain a credit report if you're not sure.
23. ___ Tax agencies require a financial statement before granting either a payment plan or an Offer in Compromise. Therefore, please also complete the Tax Financial Organizer.
24. ___ Tax agencies will also require that you file all tax returns on time, with payment in full, in order to have a payment plan. And for an offer in compromise, they will take 6 to 12 months to process, and they will want to see your bank statements and canceled checks to substantiate your budget. In addition, for an Offer in Compromise, you must file and pay on time for the next FIVE years.