

The following documentation must be submitted with your *Offer in Compromise Application* or your application may be returned as incomplete. **Please submit copies only.** We will **not** return any documents that you send us. Additional documentation may be required and requested as the evaluation of the Offer in Compromise proceeds.

Check List of Required Items *(Check only those boxes that apply.)*

- Verification of Income**
Pay stubs for the past three months or financial statements for the past two years if you are self-employed. *(Please include total household income.)*
- Verification of Expenses**
Billing statements for the last three months. *(Please include copies of charge card statements, bills from other creditors and personal loan statements.)*
- Bank Information**
Bank statements for savings and checking accounts for the last six months. *(If you are self-employed, provide bank statements for the last twelve months. Please include bank statements for any accounts that have been closed within the last two years.)*
- Investment Information**
Investment account statements showing the value of stocks, bonds, mutual funds and/or retirement or profit sharing plans. (IRA, 401K, Keogh, Annuity)
- Current Lease or Rental Agreements**
(Please include all lease agreements, including property where you are the lessor or lessee.)
- Real Property Information**
Mortgage statements and escrow statements for property you currently own, or property you sold or gifted in the last five years. *(Please include quit claim deed transfers and property held in trust. If a trust exists, please provide a copy of all trust documents.)*
- IRS/FTB Information**
Complete copies of Internal Revenue Service (IRS) or Franchise Tax Board (FTB) returns for the past three years.
(If applicable, please include a copy of IRS, FTB, or EDD OIC and acceptance letter or other IRS/FTB/EDD arrangements.)
- Legal Documents**
Marital settlement agreements, divorce decrees, marital property settlements, trust documents, and bankruptcy documents.
- Medical Documentation**
Physician's letter and/or other documents to show any medical condition that should be considered.
- Power of Attorney** (If you have representation)
If a designated representative submits this offer, attach the appropriate power of attorney (POA) form. (CDTFA-392, *Power of Attorney*, may be used.)

Submit your completed and signed application to your designated CDTFA compliance representative.

If you have questions, other than those addressed on the last page of this booklet, please contact your CDTFA compliance representative.