

Government of the District of Columbia • Office of Tax and Revenue • Collection Division
Collection Information Statement for Businesses

Note: Complete all blocks. Write "N/A" (not applicable) in blocks that do not apply.

Name and address of business (list other locations or other businesses that you own on a separate sheet & attach)	Business phone number ()	
Check appropriate box <input type="checkbox"/> Sole Proprietor <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> LLC <input type="checkbox"/> Other		

Name and title of person being interviewed	Employer Identification #	Type of business
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Information about owner, partners, officers, major shareholder, etc.

Name and Title	Effective Date	Home Address	Phone Number	SSN	Total Shares
			()		
			()		
			()		
			()		
			()		

General Financial Information

Latest filed federal individual and/or business income tax return (please attach a copy) →	Form	Tax Year ended	Net Income before taxes
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Bank accounts (List all types of accounts including payroll, general, savings, certificates of deposit, etc.)

Name of Institution	Address	Type of Account	Account Number	Balance
Total →				

Bank credit available (Lines of credit, etc.)

Name of Institution	Address	Credit Limit	Amount Owed	Credit Available	Monthly Payments
Totals →					

Location, box number and contents of all safe deposit boxes rented or accessed:

General Financial Information (continued)

Real Property

Brief Description and Type of Ownership	Physical Address

Life Insurance policies owned with business as beneficiary

Name Insured	Company	Policy Number	Type	Face Amount	Available Loan Value
Total →					

Additional information regarding financial condition (*Court proceedings, bankruptcies filed or anticipated, transfers of assets for less than full value, changes in market value, etc.; include information regarding company participation in trusts, estates, profit sharing plans, etc.*)

Accounts / Notes receivable (*Include current contract jobs, loans to stockholders, officers, partner, etc.*)

Name	Address	Amount Due	Date Due	Status
Total →				

Asset and Liability Analysis

Description		Current Market Value	Liabilities Balance Due	Equity in Asset	Amount of monthly payment	Name and Address of Lien/Note Holder/Obligee		Date Pledged	Date of Final Payment
Cash on hand									
Bank accounts									
Accounts/Notes Receivable									
Life Insurance loan value									
Real Property	a.								
	b.								
	c.								
	d.								
Vehicles (Model, year, and license)	a.								
	b.								
	c.								
	d.								
Machinery and equipment (Specify)	a.								
	b.								
	c.								
	d.								
Merchandise inventory (Specify)	a.								
	b.								
Other assets (Specify)	a.								
	b.								
Other liabilities (including notes, and judgments)	a.								
	b.								
	c.								
	d.								
	e.								
	f.								
	g.								
	h.								
Federal taxes owed									
Total									

Income and Expense Analysis

The following information applies to income and expenses during the period _____ To _____

Income and Expense Analysis			
Income		Expenses	
Gross receipts from sales, services, etc.	\$	Materials purchased	\$
Gross rental income		Net wages and salaries Number of employees	
Interest		Rent	
Dividends		Installment payments	
Other income (specify)		Supplies	
		Utilities / Telephone	
		Gasoline / Oil	
		Repairs and maintenance	
		Insurance	
		Current taxes	
		Other (<i>Specify</i>)	
Total income	\$	Total Expenses	\$
		Net difference	\$

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.

Signature

Date

Financial Verification / Analysis (to be completed by The Collection Division)

Item	Date Information or Encumbrance Verified	Date Property Inspected	Estimated Forced Sale Equity
Sources of Income/Credit (D&B Report)			
Expenses			
Real Property			
Vehicles			
Machinery and Equipment			
Merchandise			
Accounts/Notes Receivable			
Corporate Information, If Applicable			
U.C.C.: Senior/Junior Lienholder			
Other Assets/Liabilities			

Explain any differences "Net Difference" (or P&L) and the installment agreement payment amount: