



Oklahoma Tax Commission Application for Settlement of Tax Liability Document Checklist

An application submitted pursuant to the provisions of Title 68 O.S. Section 219.1 will require an in-depth analysis of your financial condition. To expedite this process, it is necessary that you provide the following additional information and documents along with your initial application.

- ☐ Provide proof of gross earnings, pension, social security and other income, including statements showing deductions for the past three months.
- ☐ Provide copies of federal income tax returns for three most current years, and copy of your IRS Offer-in Compromise agreement.
- ☐ Provide copies of bank statements for all checking and savings accounts, personal and business, for the three most current periods.
- ☐ Provide copies of statements, showing the value of your interest in all retirement accounts, pensions, and profit sharing plans for the three most current periods.
- ☐ A list of all stocks, bonds, and/or other securities you own, along with the current market value for each. Provide the most current brokerage statements where available.
- ☐ A statement from the insurance company for each life insurance policy showing the current cash loan value, accumulated dividends and interest, dates and amounts of policy, loans, and the amount of loan.
- ☐ Statements for all mortgages of real estate you own or have interest in. Also appraisals, if any, on all real estate you own or have interest in.
- ☐ Statement from lending institutions and other creditors that clearly indicates current balances owed, and payment schedules on all notes payable and/or revolving accounts.
- ☐ A complete inventory of the content of all safe deposit boxes in which you have an interest, including fair market value of each item, copies of documents, etc.
- ☐ Copies of any judgements or legal decrees, (excluding bankruptcy), for past six years.
- ☐ Copies of medical bills not covered by insurance and documentation from insurance company indicating the items are not covered.
- ☐ Copies of expenses including utilities, rent, insurance, property taxes for last ninety days.
- ☐ A list of all your business equipment, office furniture, and other business assets, including fair market value of each item, copies of documents, etc.
- ☐ A list of all accounts and loans receivable, showing the payer, amount due, age, and status of each account.

Return this document checklist with your "Application For Settlement of Liability", "Statement(s) of Financial Condition" and "Worksheet for Calculation of Collection Potential" (if needed). For any item above that is not required, mark "NA".