

How to prepare a Collection Information Statement (Form 433-A)

Complete all blocks, except shaded areas. Write "N/A" (*Not Applicable*) in those blocks that do not apply to you. **If you don't complete the form, we won't be able to help determine the best method for you to pay the amount due.** The areas explained below are the ones we have found to be the most confusing to people completing the form.

Section 5

Items 11 - Checking Accounts, and 12 - Other Accounts

Enter all accounts, even if there is currently no balance. *Do Not* enter bank loans.

Item 15 - Available Credit

Enter only credit issued by a bank, credit union, or savings and loan (*MasterCard, Visa, overdraft protection, etc.*).

Section 7

Items 18, 20, 21, and 22 - Automobiles, Trucks, Other Licensed Assets, Real Estate, Personal Assets, and Business Assets

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

Date of Final Payment - Enter the date the loan or lease will be fully paid.

Item 20 - Real Estate

List all property that you own or are purchasing.

Item 21 - Personal Assets

List other assets you own such as artwork, jewelry, antiques, etc.

Section 9

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

TOTAL INCOME

Items 24 and 25 - Wages

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. List these expenses in Items 38 through 44.

Item 27 - Net Business Income

Enter your monthly *net* business income. The net is what you earn after you have paid your ordinary and necessary monthly business expenses.

TOTAL LIVING EXPENSES (*necessary*)

To be necessary, expenses must provide for the health and welfare of you and your family and/or provide for the production of income, and must be reasonable in amount. We may ask you to provide substantiation of certain expenses.

Item 35 - Food, Clothing, and Misc.

This category includes clothing and clothing services, food, housekeeping supplies, personal care products amount from the chart on the back of these instructions, based on your total monthly gross income and the size of your family. If you claim a higher amount, you must substantiate why a higher amount is necessary for each item included in a category.

Item 36 - Housing and Utilities

Enter the monthly rent or mortgage payment for your principal residence. Add the average monthly payment for the following expenses, if they are *not* included in your rent or mortgage payments: property taxes, homeowner's or renter's insurance, parking, necessary maintenance and repair, homeowner dues, condominium fees, and utilities. Utilities includes gas, electricity, water, fuel oil, coal, bottled gas, trash and garbage collection, wood and other fuels, septic cleaning and telephone.

Item 37 - Transportation

Enter your average monthly transportation expenses. Transportation expenses include: lease or purchase payments, insurance, registration fees, normal maintenance, fuel, public transportation, parking and tolls.

Item 43 - Other Secured Debt

Do not enter mortgage payment entered in Item 43, or lease or purchase payments entered in Item 44.

Item 44 - Other Expenses

Enter your average monthly payments for any other *necessary* expenses.

Certification

For joint income tax liabilities, both husband and wife should sign the statement.



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Total Monthly National Standards

(Except Alaska and Hawaii*)

Effective 10/01/99

TOTAL GROSS MONTHLY INCOME	NUMBER OF PERSONS				
	One	Two	Three	Four	Over Four
Less than \$830	345	466	579	726	+125
\$830 to \$1,249	391	525	646	762	+135
\$1,250 to \$1,669	433	630	737	800	+145
\$1,670 to \$2,499	527	685	781	830	+155
\$2,500 to \$3,329	554	769	863	924	+165
\$3,330 to \$4,169	620	830	948	1,063	+175
\$4,170 to \$5,829	773	957	1,018	1,170	+185
\$5,830 and over	991	1,235	1,399	1,473	+195

Total Monthly Standards for Alaska

Effective 10/01/99

TOTAL GROSS MONTHLY INCOME	NUMBER OF PERSONS				
	One	Two	Three	Four	Over Four
Less than \$830	414	558	693	869	+153
\$831 to \$1,249	469	628	773	916	+165
\$1,250 to \$1,669	518	752	882	959	+177
\$1,670 to \$2,499	627	817	935	994	+189
\$2,500 to \$3,329	663	919	1,031	1,104	+201
\$3,330 to \$4,169	743	991	1,133	1,271	+214
\$4,170 to \$5,829	922	1,145	1,216	1,398	+226
\$5,830 and over	1,183	1,474	1,668	1,756	+238

Total Monthly Standards for Hawaii

Effective 10/01/99

Expenses include:

- Housekeeping supplies
- Clothing and clothing services
- Personal care products and services
- Food
- Miscellaneous

To find the amount of expenses we can allow you, please read down the Total Gross Monthly Income column until you find your income, then read across to the column that matches the number of persons in your family.

When you have more than four persons in your family, you need to multiply the amount of additional persons over four by the dollar amount in the "Over Four" column; then add the answer to the dollar amount in the "Four" column. For example: when your total monthly income is between \$830 and \$1,249 and you have six persons in your family, you would multiply \$135 by the two members of your family over four to get \$270. You then would add this \$270 to the \$762 allowed to a family of four in your income bracket. As a result, your allowed expenses would equal \$1,032 (\$270+\$762).

* Residents of either Alaska or Hawaii should use the table that outlines the expenses allowed for their state.

TOTAL GROSS MONTHLY INCOME	NUMBER OF PERSONS				
	One	Two	Three	Four	Over Four
Less than \$830	373	501	622	781	+138
\$831 to \$1,249	423	564	695	820	+150
\$1,250 to \$1,669	466	675	790	860	+161
\$1,670 to \$2,499	565	732	838	892	+172
\$2,500 to \$3,329	595	824	925	993	+183
\$3,330 to \$4,169	665	887	1,016	1,139	+194
\$4,170 to \$5,829	826	1,026	1,090	1,254	+205
\$5,830 and over	1,061	1,323	1,497	1,578	+216