REQUEST FOR SELF-EMPLOYMENT RECORDS

DEFENDANT'S FULL NAME

DOCKET NUMBER

In order to verify your self-employment, you are required to furnish all of the records below that are applicable to you and your business to the probation office by the close of business ______ .

- ♦ Business Bank Statements for all businesses for the past six months (along with canceled checks).
- ♦ All Business Income Tax Returns for the past five years (including Corporation Form 1120, S Corporation Form 1120S, Partnership Form 1065, Limited Liability Company Form 1065, or Sole Proprietor Form 1040 Schedule C), along with all accompanying forms and schedules.
- All Annual Financial Statements for the past five years.
- ♦ Most Recent Monthly and Quarterly Financial Statement.
- ♦ Quarterly Estimated Tax Payments (Form 1040-ES or Form 8109 for corporations) for the current year.
- ♦ Occupational Business License for the current year.
- ◆ **Articles of Incorporation** for all corporations you own or have an interest in.
- ♦ Partnership Agreement for all partnerships you have an ownership interest in.
- ♦ Sales Tax Returns (monthly, quarterly) for the past 12 months.
- ♦ **Property Tax Returns** (inventory, personal property) for the past year.

- ♦ Payroll Tax Returns (quarterly, annually) for the current year, if you presently have or have had employees during the current year.
- ♦ List of Business Customers (to whom your business sells goods or provides services).
- ♦ List of Business Vendors (who supply the needed raw materials to produce products or provide services).
- ♦ Billing Statements (to collect money from your customers) and Vendor Invoices (to pay bills to your suppliers) for the past six months.
- ♦ Real Estate Escrow Statements and Real Estate Leases for all businesses you own or have an interest in.
- ♦ Equipment Purchase Agreements or Leases for all businesses you own or have an interest in.
- ♦ Business Insurance Policies for all businesses you own or have an interest in.
- ♦ Business Telephone Bills for the past six months for all business telephones.
- ♦ Samples of Business Advertisements (e.g., in print, radio, television, Internet web page, telephone directory listing and ad, etc.).
- ♦ Business Cards, Stationery (e.g., business letterhead).