

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).