

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

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 amounts for:

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

The total allowance for these items is reflected in the amount shown 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.

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

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 01/01/04

TOTAL GROSS MONTHLY INCOME	NUMBER OF PERSONS				
	One	Two	Three	Four	Over Four
Less than \$833	367	599	732	859	+132
\$833 - \$1,249	420	606	774	934	+143
\$1,250 - \$1,666	456	651	801	942	+153
\$1,667 - \$2,499	513	727	838	947	+164
\$2,500 - \$3,333	619	801	905	985	+174
\$3,334 - \$4,166	689	904	1,030	1,202	+185
\$4,167 - \$5,833	722	1,005	1,085	1,257	+196
\$5,834 and over	976	1,271	1,047	1,561	+206

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 \$833 and \$1,249 and you have six persons in your family, you would multiply \$143 by the two members of your family over four to get \$286. You then would add this \$286 to the \$934 allowed to a family of four in your income bracket. As a result, your allowed expenses would equal \$1,220 (\$286+\$934).

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

Total Monthly Standards for Alaska

Effective 01/01/04

TOTAL GROSS MONTHLY INCOME	NUMBER OF PERSONS				
	One	Two	Three	Four	Over Four
Less than \$833	470	766	938	1,099	+169
\$833 - \$1,249	538	777	992	1,196	+183
\$1,250 - \$1,666	584	833	1,025	1,206	+196
\$1,667 - \$2,499	657	931	1,073	1,212	+210
\$2,500 - \$3,333	792	1,025	1,159	1,260	+223
\$3,334 - \$4,166	882	1,157	1,319	1,539	+237
\$4,167 - \$5,833	925	1,287	1,389	1,610	+251
\$5,834 and over	1,249	1,627	1,801	1,998	+264

Total Monthly Standards for Hawaii

Effective 01/01/04

TOTAL GROSS MONTHLY INCOME	NUMBER OF PERSONS				
	One	Two	Three	Four	Over Four
Less than \$833	396	647	791	982	+143
\$833 - \$1,249	453	654	836	1,009	+154
\$1,250 - \$1,666	492	703	865	1,017	+165
\$1,667 - \$2,499	554	785	904	1,022	+177
\$2,500 - \$3,333	668	866	978	1,064	+188
\$3,334 - \$4,166	744	976	1,114	1,299	+200
\$4,167 - \$5,833	780	1,086	1,172	1,358	+212
\$5,834 and over	1,054	1,374	1,520	1,685	+222