

REQUEST FOR MONTHLY CASH FLOW STATEMENT FINANCIAL RECORDS

DEFENDANT'S FULL NAME

DOCKET NUMBER

All entries on the Cash Flow Statement must be accompanied by supporting documentation. Provide the probation officer with all records listed below are applicable to your financial statements, along with your completed Cash Flow Statement by the close of business _____.

MONTHLY CASH INFLOWS

Salary/Wages

- ◆ Copy of all W-2 forms submitted with the prior year income tax return. Copy of all pay stubs for the most recent one-month period.

Cash Advances

- ◆ Copy of all pay stubs documenting cash advances.

Cash Bonuses

- ◆ Copy of all pay stubs documenting cash bonuses, and copy of related 1099

Commissions

- ◆ Copy of all 1099 forms submitted with the prior year income tax return.

Business Income

- ◆ Copy of the past six monthly financial statements of all businesses owned

Interest/Dividends

- ◆ Copy of most recent earnings statement from a financial institution (e.g.,

Rental Income

- ◆ Copy of lease rental agreement, copy of monthly rental check received, and

Trust Income

- ◆ Copy of the monthly trust income check, copy of the trust agreement, and a

Alimony/Child Support

- ◆ Copy of divorce decree, copy of payments received, and statements

Social Security

- ◆ Copy of most recent Social Security check and most recent benefits

Other Government Benefits

- ◆ Copy of most recent government subsidy check (e.g., unemployment

Pensions/Annuities

- ◆ Copy of pension/annuity check, copy of most recent pension plan activity

Allowances (housing, auto, travel)

- ◆ Copy of related pay stub, 1099 form for prior year, and possibly a letter

Gratuities/Tips

- ◆ Copy of current month's pay stubs, letter from employer estimating monthly gratuities earned, and W-2 form for the prior year.

Spouse (Significant Other's) Salary/Wages

- ◆ Copy of all W-2 forms submitted with the prior year income tax return. Copy of all pay stubs for the most recent one-month period.

Other Joint Spousal Income

- ◆ Documentation verifying any monthly income jointly earned with the spouse or significant other, (e.g., income from the spouse or significant other or income from a business owned or controlled by the spouse or significant other, that the offender has a joint ownership interest in, or controls).

Income of Others in the Home

- ◆ Verification of the monthly earnings of all others living in the offender's household (e.g., all pay stubs for the prior month, W-2 forms, and 1099 forms for the prior year), paid receipts or canceled checks for necessary monthly household expenditures (e.g., for food, room rental, telephone, transportation, etc.) actually paid by this person on behalf of the offender.

Gifts From Family

- ◆ A signed and dated statement from the family member who gave gifts to the offender during the month, listing the amounts, dates and reasons given, and a copy of the check received, if any.

Gifts From Others

- ◆ A signed and dated statement from the person(s) who gave gifts to the offender during the month, listing the amounts, dates and reasons given, and a copy of the check received, if any. Gifts over a certain amount require tax forms declaring the income.

Loans From Your Business

- ◆ Copy of the past six monthly financial statements of all businesses owned or controlled by the offender that loaned money to the offender, including a detailed schedule of the "Loans To Shareholder/Owner" or "Due From Shareholder/Owner" general ledger accounts.

Mortgage Loans

- ◆ Copy of all mortgage checks received during the prior month, 1099 forms submitted with the prior year tax return, and copy of the sales agreement and escrow statement for all mortgage loans owed to the offender.

Other Loans

- ◆ Copy of loan documentation and copy of all loan checks received during the prior month.

Other (specify)

- ◆ Documentation verifying the source of all other monthly cash inflows (not yet disclosed or reported in these financial statements) and copy of all related monthly checks received.

REQUEST FOR MONTHLY CASH FLOW STATEMENT FINANCIAL RECORDS (cont.)

NECESSARY MONTHLY CASH OUTFLOWS

Rent or Mortgage (including taxes)

- ◆ Copy of apartment rental lease agreement or home mortgage, most recent mortgage statement, and verification of payment.

Groceries (# of people)

- ◆ Purchase receipts for the past month.

Utilities

- ◆ Copy of most current utility bills (e.g., electric, heating oil/gas, water/sewer, telephone, and basic cable).

Public Transportation

- ◆ Receipts of amount paid.

Car Payments

- ◆ Receipts for car lease or purchase payments.

Commuting Expenses

- ◆ Receipt for gasoline/motor oil, tolls, etc.

Insurance

- ◆ Copy of most current insurance bills for all types of insurance (auto, health, homeowners).

Clothing

- ◆ Purchase receipts with corresponding canceled checks.

Loan Payments

- ◆ Copy of loan statements for all loans. Also, provide a copy of any financial statements submitted to obtain credit in the past three years.

Credit Card Payments

- ◆ Copy of most current billing statement for all charge accounts (e.g., credit

Medical

- ◆ Documentation of medical expenses (e.g., billing statements, payment

Alimony/Child Support

- ◆ Copy of divorce decree and statements documenting child support/alimony obligations with payment history.

Criminal Monetary Penalty

- ◆ Receipt of monthly payment

Court-Ordered Costs (electronic monitoring, drug/mental health treatment)

- ◆ Verification of payments, along with statement from the service provider

Other (specify)

- ◆ Specific receipts, billing statements.

ADDITIONAL INSTRUCTIONS:

A personal interview has been scheduled for you with:

_____ on _____
U.S. Probation Officer *Date*

at _____ Office Location
Time

Telephone _____