

## 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 \_\_\_\_\_.

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| <ul style="list-style-type: none"><li>◆ <b>Business Bank Statements</b> for all businesses for the past six months (along with canceled checks).</li><li>◆ <b>All Business Income Tax Returns</b> 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.</li><li>◆ <b>All Annual Financial Statements</b> for the past five years.</li><li>◆ <b>Most Recent Monthly and Quarterly Financial Statement.</b></li><li>◆ <b>Quarterly Estimated Tax Payments</b> (Form 1040-ES or Form 8109 for corporations) for the current year.</li><li>◆ <b>Occupational Business License</b> for the current year.</li><li>◆ <b>Articles of Incorporation</b> for all corporations you own or have an interest in.</li><li>◆ <b>Partnership Agreement</b> for all partnerships you have an ownership interest in.</li><li>◆ <b>Sales Tax Returns</b> (monthly, quarterly) for the past 12 months.</li><li>◆ <b>Property Tax Returns</b> (inventory, personal property) for the past year.</li></ul> | <ul style="list-style-type: none"><li>◆ <b>Payroll Tax Returns</b> (quarterly, annually) for the current year, if you presently have or have had employees during the current year.</li><li>◆ <b>List of Business Customers</b> (to whom your business sells goods or provides services).</li><li>◆ <b>List of Business Vendors</b> (who supply the needed raw materials to produce products or provide services).</li><li>◆ <b>Billing Statements</b> (to collect money from your customers) <b>and Vendor Invoices</b> (to pay bills to your suppliers) for the past six months.</li><li>◆ <b>Real Estate Escrow Statements and Real Estate Leases</b> for all businesses you own or have an interest in.</li><li>◆ <b>Equipment Purchase Agreements or Leases</b> for all businesses you own or have an interest in.</li><li>◆ <b>Business Insurance Policies</b> for all businesses you own or have an interest in.</li><li>◆ <b>Business Telephone Bills</b> for the past six months for all business telephones.</li><li>◆ <b>Samples of Business Advertisements</b> (e.g., in print, radio, television, Internet web page, telephone directory listing and ad, etc.).</li><li>◆ <b>Business Cards, Stationery</b> (e.g., business letterhead).</li></ul> |
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