REV-488A FO (9-05)

COMMONWEALTH OF PENNSYLVANIA
DEPARTMENT OF REVENUE
BUREAU OF COLLECTIONS & TAXPAYER SERVICES
HARRISBURG, PA 17128-1041

INSTRUCTIONS FOR COMPLETING STATEMENT OF FINANCIAL CONDITION FOR INDIVIDUALS

The Statement of Financial Condition for Individuals provides the Pennsylvania Department of Revenue, (the Department), with credit and statistical information that will be utilized in evaluating an individual's financial status. Every item of the financial statement must be completed and should reflect accurate statements and amounts. If an item is not applicable to you, insert "N/A". An incomplete Statement of Financial Condition for Individuals will not be considered.

The Statement of Financial Condition for Individuals is presented in six segments. Instructions have been provided only for items requiring further clarification. Most of the requested items are self-explanatory and need no further interpretation.

General Information (Items 1-4)

Please verify the social security numbers reported in Items 4A and 4B.

Section I-Employment Information (Items 5-14)

This Section should report all full-time and/or part-time employers that currently make payment(s) to you in the form of wages, salaries and/or commissions for services performed. You may use attachments as necessary.

Section II-Personal Information (Items 15-18)

This section should provide personal and household information regarding you, your spouse and/or your dependents.

Section III-General Financial Information (Items 19-26)

All information furnished in this section should be verified for accuracy. The Department may conduct an inquiry to substantiate this information.

Item 22 should include any line of credit available to you from a company credit union.

Item 24 should report all business real estate holdings as well as your personal residence.

Item 25 should report insurance information as verified through your insurance agent.

Item 26 should report any extraordinary situations such as recent transfers of assets, court proceedings and anticipated changes in employment.

Section IV-Asset and Liability Analysis (Items 27-38)

This section resembles a balance sheet and should reflect accurate amounts for assets owned and debts owed.

Items 27 should report **actual** cash on hand, not cash in banks or other financial institutions.

Item 31 should report the current market value of your vehicle(s) as determined in an automobile "blue book" or by other property valuation sources.

Item 33 should report other assets such as furniture, recreational vehicles, recreational or hobby tools, machinery and equipment and miscellaneous household assets.

Item 35 should report **all** other liabilities and debts owed for medical bills, dental bills, educational expenses and should include any formal promissory note, loan arrangement or financial obligation currently assigned to you.

Items 36 and **37** should report all delinquent federal and state taxes.

Item 38 should report totals for all entries made in each column.

Section V-Monthly Income and Expense Analysis (Items 39-57)

This section must report **all** sources of income, both gross and net, earned and/or received on a monthly basis and **all** sources of necessary living expenses paid and/or incurred on a monthly basis. Additional lines have been provided for reporting income and/or expense items not already itemized in Section V. Each entry should be verified for accuracy. The Department may request supportive documents to substantiate this information.

Items 39 and **40** should report gross and net income figures obtained from **all** of your wage statements. If you are paid on a weekly basis, multiply your weekly gross and net salary by 4.3 to arrive at your monthly gross and net income.

Item 46 should report total income, both gross and net, from all income sources listed under Items 39-45.

Items 47-55 should report accurate amounts for expenses and should be verified by examining your checkbook for the last six months.

Item 49, allowable installment payments, is the minimum payments on secured or legally perfected debts (car payments, judgments, etc.). It does not include payments on encumbered assets, which are not necessary living expenses (e.g., boats, recreational vehicle, etc.).

Item 56 should report total expenses from all liability sources listed under Items 47-55.

Certification (Items 58-60)

Signature by you, your spouse or your attorney/accountant (POA attached), certifies that statements and entries contained in the Statement of Financial Condition and/or accompanying schedules are correct to the best knowledge and belief of the undersigned.

Items 58-60 must provide your signature along with the date your signature was posted. If a joint income tax return was filed, your spouse's signature must also be provided.