

How to prepare a Collection Information Statement (Form 433-A)

Who should use Form 433-A?

Form 433-A is used to obtain current financial information necessary for determining how a wage earner or self-employed individual can satisfy an outstanding tax liability.

You may need to complete Form 433-A:

- if you are an individual who owes income tax on Form 1040,
- if you are an individual who may be a responsible person for a Trust Fund Recovery Penalty,
- if you are an individual who may be personally responsible for a partnership liability,
- if you are an individual owner of a limited liability company that is a disregarded entity,
- or if you are an individual who is self-employed or has self-employment income. You are self-employed if you are in business for yourself, or carry on a trade or business as a sole proprietor or an independent contractor.

If you are a wage earner:

Complete Sections 1, 2, 3 and 4, including the signature line on page 4.

Include the attachments required on page 4.

Answer all questions in these sections or write N/A.

Include attachments if additional space is needed to respond completely to any question.

If you are a self-employed individual:

Complete sections 1, 2, 3, 4, 5 and 6, and the signature line on page 4.

Include the attachments required on page 4.

Answer all questions in these sections or write N/A.

Include attachments if additional space is needed to respond completely to any question.

Certification for Signature Line on page 4

This requires the taxpayer's signature. For joint income tax liabilities, both husband and wife must sign the statement.

If you do not complete the form, we will not be able to help determine the best method for you to pay the amount due. This may result in significant delay in account resolution. The areas explained in this publication are the ones we have found to be the most confusing to people completing the form.



Department of the Treasury
Internal Revenue Service

www.irs.gov

Publication 1854 (Rev. 3-2009)
Catalog Number 21563Q

Section 4 (Wage earners and Self-employed Individuals)

Items 12 – Personal Bank Accounts

Enter all accounts, even if there is currently no balance. Include stored value cards such as a payroll card from an employer, an electronic benefit card from a government agency, or a child support payment card. *Do not* enter bank loans.

Item 13 – Investments

Include any investment or interest you have in a business.

Item 14 – Available Credit

Enter only credit cards issued by a bank, credit union, or savings and loan (*MasterCard, Visa, overdraft protection, etc.*)

Items 17, 18 and 19 – Real Estate, Vehicles and Personal Assets

Current Fair Market 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 17 – Real Estate

List locations of all property that you lease, own or are purchasing. If you are leasing or renting, list lessor or landlord. If you are purchasing, list lender.

Item 18 – Personal Vehicle

List all vehicles owned and leased (cars, boats, RVs, etc.) If you are leasing, list lessor. If you are purchasing, list lender.

Item 19 – Personal Assets

List other personal assets you own such as artwork, jewelry, antiques, furniture, collections (coins, guns etc.) not included in previous sections.

Section 5 (Self-employed only) Business Information/Assets

Item 54 – Payment Processor

List all third-party processors you use for business to accept credit card payments.

Item 57 – Business Bank Accounts

Enter all business bank accounts, even if there is currently no balance. Include stored value cards such as a telephone card or prepaid debit card for expenses. Do not enter bank loans.

Item 59 – Business Assets

List all other assets used in trade or business that were not included in previous sections.

Section 6 (Self-employed only) Business Income and Expenses

Complete Business Income and Expenses in Section 6 before completing Monthly Income/Expense Statement in Section 4. The business information in Section 6 should reconcile with your business profit and loss statement. See footnote 6 on page 6 if using Form 1040, Schedule C.

