

Requirements for Closing

****All required documentation must be saved in the clients file, all services must be completed, and Dice must be properly notated before submitting a closing request****

Documents

These documents must be saved in the R drive in the client’s folder and labeled correctly.

- Any completed and/or signed tax returns (if applicable)
- Closing letters – for Federal and State services
 - If it is a state resolution the state must be identified.
 - Resolution type (IA, CNC, etc.), date payment is due (if applicable), total balance, years owed, address or website to make payments (if applicable) and lien information (if applicable)

Completion of all contracted services

The following template must be used, and every service completed must be addressed.

- Confirm Completed Services:
 - Fed:
 - State:
 - Tax Prep:
 - Other:
- If services were not or could not be completed for any reason that must be clearly notated.
- Notation expectation by service:

FED	Note
NDIA	IA amount
APP	CNC/IA amount
ASP	CNC/IA amount
POAC	CNC/IA amount
CRP	CNC/OIC approved/IA amount
OIC	CNC/OIC approved/IA amount
Payoff	Timeframe
Biz Entity Consult	Completed Y/N
ES Consult	Completed Y/N

State	Note
State POAC	CNC/IA amount
State OIC	CNC/OIC approved/IA amount
State Eval	B&C completed date

TP	Note
FED TP	Years, original or SFR, completed or submitted
State TP	Years, original or SFR, completed or submitted
Biz TP	Years, original or SFR, completed or submitted
FTA/CTA	Completed Y/N

- Example:
 - Fed: CNC approved 1/11/22
 - State: \$100 IA
 - Tax Prep: 16-20 TR completed and submitted 12/1/21
 - Other: ES Consult completed 11/15/21

****If all the requirements are not met an administrator will reach out for the additional information/documentation. Once provided we will move forward with the closure****