

At-a-Glance Checklist for Ability to Pay Determination Hearings

1. Personal and Contact Information

- Driver's license state and number
- Mobile phone number (for calls and texts)
- E-mail address

2. Marital Status?

- If married, is spouse employed? (If so, where and monthly net income)

3. Children? Other dependents?

4. Periodic Income (*e.g.*, weekly, bi-weekly, or monthly)

5. Employed?

- If Yes:
 - Net monthly income (after withholding of taxes and other deductions)
 - Travel expenses to get to work
- If No:
 - Unemployment?
 - Welfare?
 - Retirement income?
 - Social Security received?
 - Disability?
 - Food stamps?
 - Child support received?

6. Personal Assets

- Housing (Rent? Own?)
- Automobiles
- Checking accounts (balances)
- Savings accounts (balances)

- IRA, 401K, pension, or other retirement accounts (balances)
- Other financial assets (*e.g.*, brokerage accounts, whole life insurance policies)

7. Monthly Expenses

- Monthly housing expense (rent or mortgage PITI)
- Car payments
- If employed but no car, cost of transportation to and from employment
- Utilities
- Phone
- Food
- Child support payments
- Child-care costs
- Other monthly payments (*e.g.*, credit cards, other loans)
- Any Insurance? If so, monthly cost for self and all dependents
 - Health
 - Auto
 - Other property