

This section guides you through questions about your various forms of income. Types of income include employment, retirement, business, real estate, alimony, child support, interest, dividends and the different Government assistance programs. You will need to list all income you have received in the last two calendar years and the year-to-date total for the current year.

# Step 1: Gather the following documents

- \* If married, gather income information about your spouse, even if you plan to file alone.
- Pay stubs or a payroll printout for all income received in the last six months.
- Tax returns from the last two years, including:
- Unemployment benefit documentation (stubs) from the last six months.
- Workman's compensation documentation or personal injury claims.
- If self-employed: Business income received in the last six months.

## Step 2: Enter Data

### **Basic Employment**

Each job that you have should have its own record and set of information.

Use pay stubs to enter wages, taxes and deductions quickly, easily and accurately.

#### Types of Income

- Income related to retirement, including:
  - Pension payments
  - · IRA distributions
  - 401k distributions
  - Other retirement plan payments
- Income you receive from real estate or properties or any businesses you own.
- Income related to alimony or child support.
- Income received from Government Assistance Programs including unemployment compensation, worker's compensation, U.S. Welfare System and the Supplemental Nutrition Assistance Program (the Food Stamp program).

#### Income from the Past Two Calendar Years

Include all jobs you received income on within the last two calendar years even if you no longer have the job.



Basic Employment: Enter information about each job you hold.

#### **Pay Stubs**

You will need to provide your attorney with your pay information for the last six months.

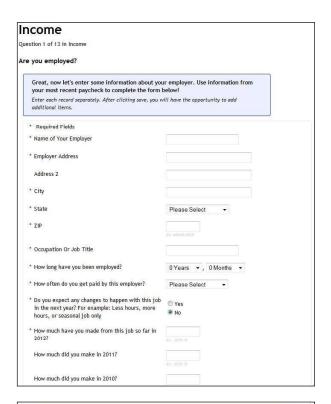


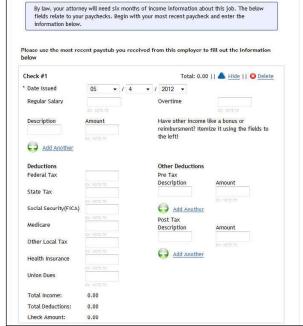
**TIP:** Start with your most recent pay stub and work backwards to have MyCaseInfo fill in the dates for you.

- Start at the top of your pay stub by listing the date of the check followed by your earnings.
- Next, you'll list all the various deductions that come out of your paycheck, including pre- and post-tax deductions.
- Once you've listed all your earnings and deductions, double-check that the total matches your pay stub. Missed something? Just go back and edit or add it.
- If your pay stubs for the last six months are the same, just check the 'Check this box if your paycheck is exactly the same every check'.
- Different paychecks each week? Click 'Add Another Paycheck' and another pay stub will appear for you.
- After you save all of your employment information and pay stubs by clicking 'Ok', you will be asked to review and confirm the checks you've entered.

## **Upload Pay Stubs**

You will be able to upload your pay stubs. See page 19 for more information.







Step 3: Review yo	our Answers
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Edit or add any additional personal information. Congratulations! You have now completed the Income section. Click Done, to continue.