**NOTICE TO PROVIDE PROOF OF FINANCIAL STATEMENT INFORMATION**

The financial statement will be used to determine your eligibility and ability to pay a portion or all of the Lassen County court ordered costs for your case, which could include (but is not limited to) Attorney fees and Probation fees. ***Incomplete financial statements or incomplete documentation will result in the determination you have the ability to pay for 100% of Lassen County fines, fees, and/or court-ordered debt.*** If the Financial Evaluation Officer determines that you are at that time able to pay and your account is not paid in full, or installment agreement is not in compliance a civil action judgment will be enforced. A lien may be placed on any real estate that you own, your wages and bank account may be attached, and personal property may be seized and sold. In addition, your name will be submitted to the California Franchise Tax Board for a tax offset. In the event that you are owed a tax refund or win a California Lottery prize, the Franchise Tax Board will intercept from that money the amount you owe to Lassen County.

***Please provide COPIES of documents supporting your income and expenditures reported on your Application For Financial Evaluation. Acceptable documents include:***

**Public Assistance Documents**

 □ Copy of Supplemental Security Income (SSI) and State Supplementary Payment (SSP)

 □ Copy of California Work Opportunity and Responsibility to Kids Act (CalWORKs)

 □ Tribal Temporary Assistance for Needy Families (Tribal TANF)

 □ Supplemental Nutrition Assistance Program

 □ County Relief, General Relief (GR), or General Assistance (GA)

 □ Cash Assistance Program for Aged Blind, and Disabled Legal Immigrants (CAPI)

 □ In-Home Supportive Services (IHSS)

 □ Medi-Cal

□ Other document

**Required Documents**

□ Paycheck stubs for the past 6 months—unless seasonal one year of paycheck stubs .

□ Verification of all other types of income (self-employment, unemployment, etc.)

□ Income tax records for the most recent filing year including any refund check information

 (Federal & State)

□ Bank statements for the past six months

□ All credit card monthly bills for the past six months

□ Copies of gas, electrical, telephone, water, insurance (car/health) bills for the past six months

□ Copy of Utility Assistance Amount (LMUD, City Utilities, Frontier Life Line, etc.)

□ Copy of loan documentation including, but not limited to autos, homes, furnishings, electronics, etc.

□ Rent or mortgage payment receipts for past six months

□ Section 8 or Low Income Housing Program documentation

□ Payments for child support and/or other court ordered debt agreements

□ Any other documents that may assist us in performing a fair financial evaluation on your behalf

**Unemployed with No Public Assistance Benefits**

□ Statement of support from whomever is providing basic needs like shelter and food

Please provide documentation to the Financial Evaluation Officer at scheduled date and time, or mail COPIES of documents to:

Recovery and Reimbursement ***Financial Evaluation Appointment***

Historic Courthouse

220 South Lassen, Suite 3 Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Susanville, CA 96130

Main Line (530) 251-8227 Time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_