

N.C. DEPARTMENT OF REVENUE

OFFER IN COMPROMISE CHECKLIST

This checklist lists all documents that may be needed with your Offer In Compromise submission. Ensure that you read the [OIC-101 Offer in Compromise Instruction Booklet](#) in its entirety to determine what information is needed based upon your statutory basis for compromise.

ITEMS:

- _____ 1. Form [OIC-100](#) Offer In Compromise, completed and signed with an offer amount greater than \$0.00.
- _____ 2. 20% Down Payment made by credit card or in certified funds payable to NCDOR. (Exceptions to this requirement are allowed if you submit a Form OIC-102 Third Party Affirmation, or if your gross income is below the [Federal Poverty Guidelines](#).)
- _____ 3. Form [OIC-102](#) Third Party Affirmation
- _____ 4. Form [RO-1062](#) Collection Statement for Individuals
- _____ 5. Form [RO-1063](#) Collection Statement for Businesses (All business offers are required to submit a Form [RO-1062](#) for each officer, partner, or member.)
- _____ 6. Worksheet for Offer In Compromise: [OIC 101-A](#) (Individual), [OIC 101-B](#) (Business Entities), or [OIC 101-B](#) (Self-Employed Individuals)
- _____ 7. Copy of last two (2) years Federal Income Tax returns, if required to file.
_____ • If not required to file, then attach a signed and dated, written explanation.
- _____ 8. Copy of the federal account transcript for all periods if you claim to also owe the IRS.
- _____ 9. Copy of last three (3) months paycheck stubs, if applicable.
- _____ 10. Copy of last three (3) months bank account statements for all accounts.
- _____ 11. Verification of any claimed health issue or disability.
- _____ 12. All documents or attachments listed under the signature line of the Collection Information Statements [RO-1062](#) or [RO-1063](#) including mortgage and vehicle loan statements.
- _____ 13. Verification documents showing the computation of the claimed corrected tax due and documents supporting your claim. (*If statutory basis of compromise is reasonable doubt.*)

Additional information may be requested after the initial review of the Offer In Compromise.