

## COMPLETE FILE CHECK LIST

- ASN Certificate
- Verification of Identity – {Driver’s License, Social Security Card Matching 1099a}
- Revocable Trust Document - UNSIGNED COPY
- DocuSign Confidentiality, Trustee Agreement Complete
- Copies of all bills requesting 1099a payment**
- Expense Sheet(s) **THAT INCLUDES 8% TRUSTEE FEE**
- Copies of bills for Bill Pay**
- 1099 A -COPY **MANDATORY-BEFORE SUBMITTING ON 1099 WEBSITE FOR CORRECTION REVIEW**
- \$3.00 Processing fee for each 1099B copy **AFTER VERIFIED FOR PROCESSING BY PAI**

### For Bill Payment

**To save time and money please put Four (4) bills to one(1) 1099A . Add the account numbers in the description box with the company name that is to be paid. Make sure the total of all bills and the 8% and 90 days of interest for homes or car payoffs are totaled in Box 2 and the actual total of the bills (utilities for 12 months) in box 4.**

**Box 4 SHOULD NEVER BE MORE THAN BOX 2**

**PLEASE EMAIL YOUR 1099A COPIES TO PAI1099AREVIEW@GMAIL.COM**