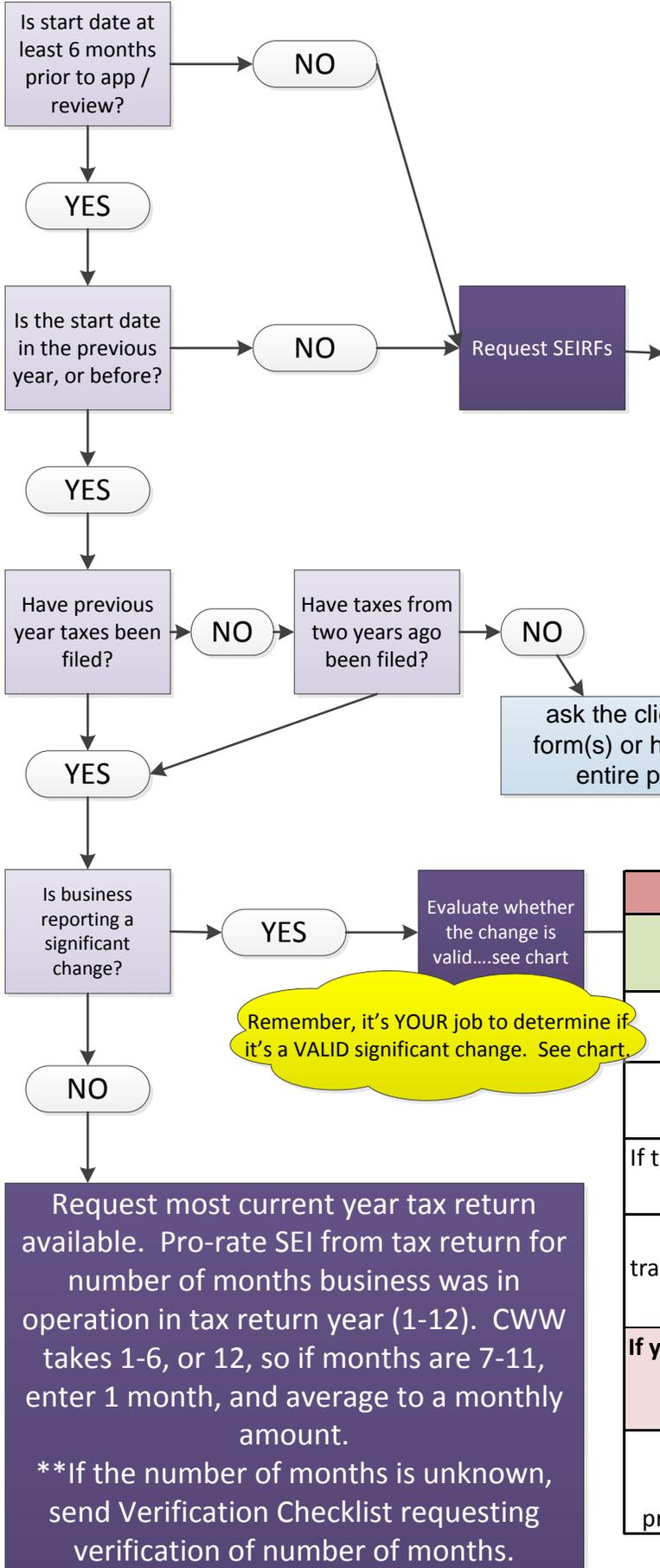


# Taxes or SEIRFs?



| SEIRF CHART   |   |
|---|---|
| Start / Change Date   | Verification Required   |
| 1 month ago or less   | 3 SEIRFs (1 partial actual, 2 estimates for future months)              |
| 1-2 months ago  | 3 SEIRFs (1 partial actual, 1 actual and 1 estimate for future month)   |
| 3-12 months ago   | SEIRFs for all actual months (ex. 9 months since start date = 9 SEIRFs) |
| *Add text to the Verification Checklist (VCL) to let customer know what months you need   |   |
| **Enter case comments stating which months you requested SEIRFs for   |   |
| ***Use the new average until next review or report of another significant change. DO NOT CHANGE at SMRF unless a new significant change is reported at SMRF |   |
| ****Best Practice: Send out manual SEIRFs with month typed in. This prevents errors when SEIRFs are returned.   |   |

ask the client to either complete the appropriate tax form(s) or have the client complete one [SEIRF](#) for the entire previous calendar year's circumstances

| SIGNIFICANT CHANGE CHART   |   |
|--|---|
| Is this a VALID significant change?<br>Questions to ask yourself....   |   |
| Is the reported change a permanent change or normal fluctuation of this type of business?  |   |
| Is there a significant change due to an injury or incapacitation?  |   |
| If the business is not operating, will it be back in operation at some point? When?  |   |
| If reporting Capital Gains / Losses, is this a one time transaction, or a normal part of business? Will there be more like this in the future? |   |
| If you determine this is a VALID significant change...   | If you determine this is NOT a valid significant change...                |
| Define change in comments box and proceed to SEIRF chart   | Continue to budget using Business Start and tax filing rules stated above |

Remember, it's YOUR job to determine if it's a VALID significant change. See chart.

Evaluate whether the change is valid....see chart

Request most current year tax return available. Pro-rate SEI from tax return for number of months business was in operation in tax return year (1-12). CWW takes 1-6, or 12, so if months are 7-11, enter 1 month, and average to a monthly amount.  
\*\*If the number of months is unknown, send Verification Checklist requesting verification of number of months.