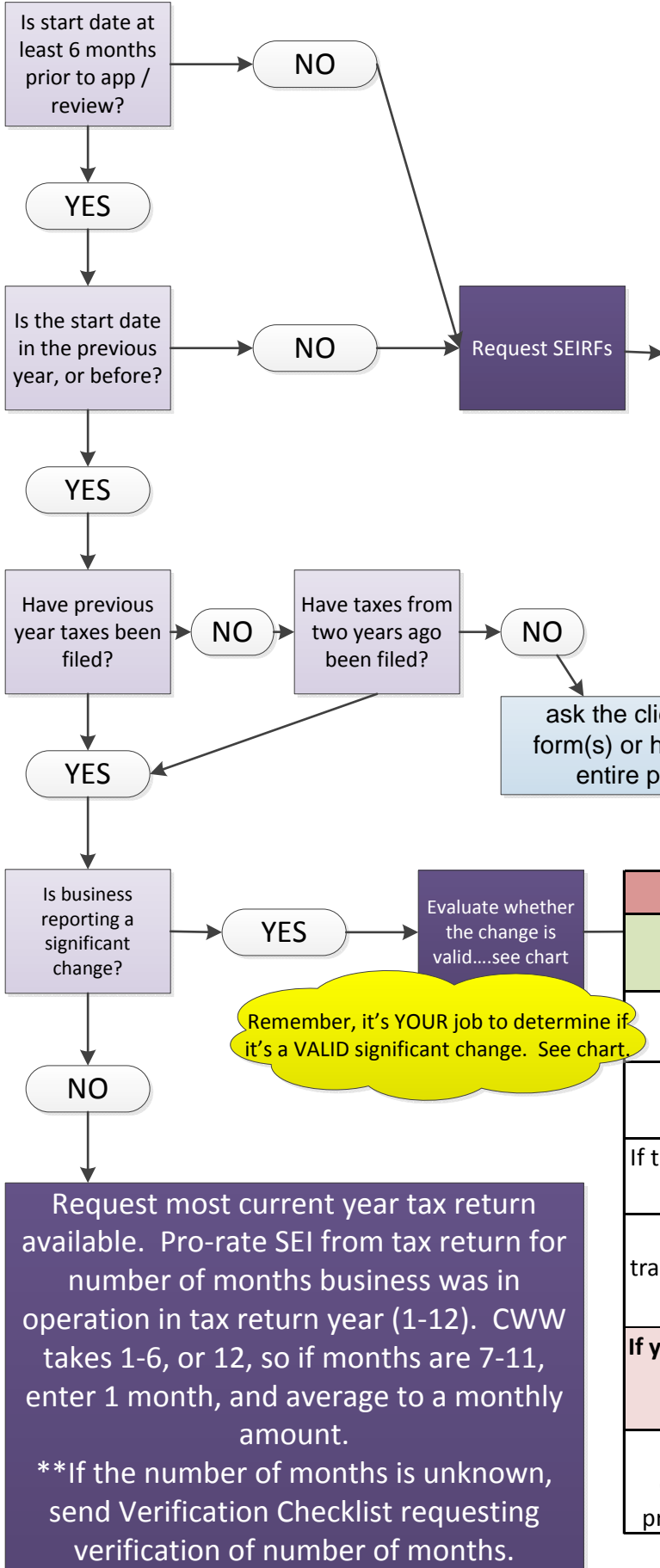


# Taxes or SEIRFs?



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? 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.