



INCOME

This section guides you through questions about your various forms of income. Types of income include employment, retirement, business, real estate, alimony, child support, interest, dividends and the different Government assistance programs. You will need to list all income you have received in the last two calendar years and the year-to-date total for the current year.

Step 1: Gather the following documents

* If married, gather income information about your spouse, even if you plan to file alone.

- Pay stubs or a payroll printout for all income received in the last six months.
- Tax returns from the last two years, including:
 - Unemployment benefit documentation (stubs) from the last six months.
 - Workman's compensation documentation or personal injury claims.
- If self-employed: Business income received in the last six months.

Step 2: Enter Data

Basic Employment

Each job that you have should have its own record and set of information.

- Use pay stubs to enter wages, taxes and deductions quickly, easily and accurately.

Types of Income

- Income related to retirement, including:
 - Pension payments
 - IRA distributions
 - 401k distributions
 - Other retirement plan payments
- Income you receive from real estate or properties or any businesses you own.
- Income related to alimony or child support.
- Income received from Government Assistance Programs including unemployment compensation, worker's compensation, U.S. Welfare System and the Supplemental Nutrition Assistance Program (the Food Stamp program).

Income from the Past Two Calendar Years

Include all jobs you received income on within the last two calendar years even if you no longer have the job.

Income

Question 1 of 13 in Income

Are you employed?

Great, now let's enter some information about your employer. Use information from your most recent paycheck to complete the form below!

Enter each record separately. After clicking save, you will have the opportunity to add additional items.

* Required Fields

* Name of Your Employer

* Employer Address

Address 2

* City

* State

* ZIP

Ex: 80440-5548

* Occupation Or Job Title

* How long have you been employed? Years Months

* How often do you get paid by this employer?

* Do you expect any changes to happen with this job in the next year? For example: Less hours, more hours, or seasonal job only Yes No

* How much have you made from this job so far in 2012?

Ex: 1078.75

How much did you make in 2011?


Ex: 1078.75

How much did you make in 2010?

Basic Employment: Enter information about each job you hold.

Pay Stubs

You will need to provide your attorney with your pay information for the last six months.

 **TIP:** Start with your most recent pay stub and work backwards to have MyCaseInfo fill in the dates for you.

- Start at the top of your pay stub by listing the date of the check followed by your earnings.
- Next, you'll list all the various deductions that come out of your paycheck, including pre- and post-tax deductions.
- Once you've listed all your earnings and deductions, double-check that the total matches your pay stub. Missed something? Just go back and edit or add it.
- If your pay stubs for the last six months are the same, just check the 'Check this box if your paycheck is exactly the same every check'.
- Different paychecks each week? Click 'Add Another Paycheck' and another pay stub will appear for you.
- After you save all of your employment information and pay stubs by clicking 'Ok', you will be asked to review and confirm the checks you've entered.

Upload Pay Stubs

You will be able to upload your pay stubs. See page 19 for more information.

Income

Question 1 of 13 in Income

Are you employed?

Great, now let's enter some information about your employer. Use information from your most recent paycheck to complete the form below!
Enter each record separately. After clicking save, you will have the opportunity to add additional items.

* Required Fields

* Name of Your Employer

* Employer Address

Address 2

* City

* State

* ZIP

* Occupation Or Job Title

* How long have you been employed? Years Months

* How often do you get paid by this employer?

* Do you expect any changes to happen with this job in the next year? For example: Less hours, more hours, or seasonal job only Yes No

* How much have you made from this job so far in 2012?

How much did you make in 2011?

How much did you make in 2010?

By law, your attorney will need six months of income information about this job. The below fields relate to your paychecks. Begin with your most recent paycheck and enter the information below.

Please use the most recent paystub you received from this employer to fill out the information below

Total: 0.00 | [Hide](#) | [Delete](#)

Check #1

* Date Issued / /

Regular Salary

Overtime

Description	Amount	Have other income like a bonus or reimbursement? Itemize it using the fields to the left!
<input type="text"/>	<input type="text"/>	

[Add Another](#)

Deductions		Other Deductions	
Federal Tax	<input type="text"/>	Pre Tax	<input type="text"/>
State Tax	<input type="text"/>	Description	Amount
Social Security(FICA)	<input type="text"/>	Add Another	
Medicare	<input type="text"/>	Post Tax	<input type="text"/>
Other Local Tax	<input type="text"/>	Description	Amount
Health Insurance	<input type="text"/>	Add Another	
Union Dues	<input type="text"/>	Description	Amount

Total Income: 0.00

Total Deductions: 0.00

Check Amount: 0.00

Check this box if your paycheck is exactly same every check

We need to collect information about every paycheck you've received from this employer since 11/01/2011

Click Add Another Paycheck to enter another paycheck. Once you've entered all your paychecks since 11/01/2011 click Save to continue.

[Add Another Paycheck](#)

Save this information for now and return to it later

MyCaseInfo User's Guide

Step 3: Review your Answers

Edit or add any additional personal information. Congratulations! You have now completed the Income section. Click Done, to continue.