

INJURED SPOUSE WAIVER OF CLAIM TO TAX INTERCEPT CHECKLIST

ATLAS case number: _____

Date of first review: _____

ACTIVITY			
	Yes	No	Comments
Is waiver filled out completely?			
Is waiver the most current updated version?			
Did NCP & spouse sign and date waiver?			
Is waiver notarized with stamp & signature?			
Is copy of marriage license included?			
Is copy of 1 st two pages of tax return included? (IRS 8379, not 1040X)			
Is only one tax year listed on form?			
ATLAS			
Is SULI screen checked? (ensure tax offset is in suspense)			
Is FAOH checked? (current certifications)			
Is NCDE screen updated? (marital status & spouse name)			
Is BIPI checked & updated? (if applicable)			
CAALs has been checked for potential claim? (past year)			
CAAL entered for approval/rejection?			
ACTIVITY			
Are all forms imaged?			
Result			
Approved <input type="checkbox"/> - work STIJ		Rejected <input type="checkbox"/> - letter generated	