

Documents Required Prior to Completion of Bankruptcy Petition

Thank you for meeting with us. To fully explain your options in bankruptcy at your next appointment, we need you to bring in the items marked with an "X" below.

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| <input type="checkbox"/> Pay stubs, a payroll print-out, or other evidence of ANY income received from _____ to _____* | <input type="checkbox"/> Current automobile insurance policy (declaration page) |
| <input type="checkbox"/> Federal and state income tax returns or transcripts for the following years: _____ | <input type="checkbox"/> Copy of divorce decree and property settlement agreement or support order |
| <input type="checkbox"/> Bank and other financial account statements for the past 90 days** | <input type="checkbox"/> Recent statements for all 401(k), pension, annuity, other retirement plans |
| <input type="checkbox"/> Copy of the deed or title policy for all real estate titled in your name | <input type="checkbox"/> Recent statements for any educational IRAs or state-qualified tuition plans |
| <input type="checkbox"/> Mortgage statement (showing monthly payment, balance due, maturity date, and arrears, if any) | <input type="checkbox"/> Term life insurance (declaration pages showing premiums and death benefit) |
| <input type="checkbox"/> Current homeowners insurance policy (declaration page) | <input type="checkbox"/> Whole life insurance (statement showing premiums, current cash value, and death benefit) |
| <input type="checkbox"/> Recent real estate tax bill | <input type="checkbox"/> Self-Employed: Breakdown of all business income and expenses from _____ to _____ |
| <input type="checkbox"/> Information about the sale of ANY real estate in the past 10 years (settlement statement showing sale price and amount you received) | <input type="checkbox"/> Current student loan statement |
| <input type="checkbox"/> Recent appraisal or market analysis for any real estate or mobile home you own | <input type="checkbox"/> All unpaid bills you can find, including collections and attorney letters and medical bills |
| <input type="checkbox"/> Lease or rental agreement(s), including any eviction notices | <input type="checkbox"/> Copies of any pending lawsuits, wage garnishments, wage assignments, or other legal actions, including foreclosure lawsuits pertaining to real estate |
| <input type="checkbox"/> Copies of any stocks or bonds (including those held for a minor child) | <input type="checkbox"/> Copies of any judgments obtained against you |
| <input type="checkbox"/> Information about any bank or other financial account you have closed in the past year | <input type="checkbox"/> Documents regarding any workman's compensation or personal injury claim |
| <input type="checkbox"/> Current appraisal of each vehicle owned | <input type="checkbox"/> Certificate of credit counseling |
| <input type="checkbox"/> Loan or lease statement for each vehicle you own (showing monthly payment, balance due, and maturity date) | <input type="checkbox"/> Power of Attorney for _____ |
| <input type="checkbox"/> Copy of the title to each vehicle you own | <input type="checkbox"/> _____ |

* We need pay stubs up to the date your case is filed with the court. Please save all new pay stubs you receive. If you are filing by yourself, we will need pay information for your non-filing spouse for the same time period. In addition to pay stubs, bring all other documentation of household income such as child support, Social Security, pension, disability, unemployment, public assistance, etc.

** Make sure that you also provide us with bank statements for any accounts that you hold jointly (spouse, parent, child, etc.)