

## Documents Required for Bankruptcy Filing

### Assets, Income, Appraisals, etc.

Requested    Provided

- |                          |                          |   |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Tax returns for the preceding 4 years or transcripts of returns<br>Call or go to IRS and ask for last 4 years of Tax Transcripts 2002, 03, 04, 05 |
| <input type="checkbox"/> | <input type="checkbox"/> | A current credit report<br><a href="http://www.annualcreditreport.com">www.annualcreditreport.com</a> or call 1-877-322-8228                      |
| <input type="checkbox"/> | <input type="checkbox"/> | Credit card statements or receipts going back 90 days   |
| <input type="checkbox"/> | <input type="checkbox"/> | Pay stubs going back 180 days Nov through April and beyond  |
| <input type="checkbox"/> | <input type="checkbox"/> | Other sources of income per Code §521(a)(1)(B)(iv)<br><b>Gambling income winning and proof of losses</b>  |
| <input type="checkbox"/> | <input type="checkbox"/> | Deeds, title reports, etc. to real property   |
| <input type="checkbox"/> | <input type="checkbox"/> | Evidence of title to vehicles and other personal property   |
| <input type="checkbox"/> | <input type="checkbox"/> | Statements showing balances owed on mortgages, cars, etc.   |
| <input type="checkbox"/> | <input type="checkbox"/> | Tax liens and recorded judgments  |
| <input type="checkbox"/> | <input type="checkbox"/> | UCC-1 security and financing agreements   |
| <input type="checkbox"/> | <input type="checkbox"/> | Notices of levy, garnishment, repossession  |
| <input type="checkbox"/> | <input type="checkbox"/> | Tax transcripts in client's possession  |
| <input type="checkbox"/> | <input type="checkbox"/> | Marital property agreements or decrees for recent divorce   |
| <input type="checkbox"/> | <input type="checkbox"/> | Notices from any tax collection agency  |
| <input type="checkbox"/> | <input type="checkbox"/> | Leases and rental agreements  |
| <input type="checkbox"/> | <input type="checkbox"/> | Purchase-money security interests for vehicles, personal property   |
| <input type="checkbox"/> | <input type="checkbox"/> | UCC-1 finance agreements for non-business property  |
| <input type="checkbox"/> | <input type="checkbox"/> | Life, health, vehicle and other insurance policies  |
| <input type="checkbox"/> | <input type="checkbox"/> | Wills and pending probate papers where client will inherit  |

- Partnership agreements, other evidence of interest in business
- Petitions and schedules for a prior bankruptcy within last six years
- Lawsuits and judgments against the client
- Lawsuits, judgments and other legal claims filed by the client
- Written appraisals for home, valuable personal property, vehicles
- Trust documents
- Documents establishing annuities and other investments
- Documents establishing IRA or pension plans
- Educational loans
- Bills of any kind with balances still owed
- Notice of foreclosure, eviction notice, etc.
- Interest in an education individual retirement account
- Evidences of money market funds, stocks, annuities, etc.
- Documents showing disability, incapacity, or military service
- A form for motor vehicle information
- Other \_\_\_\_\_

### **Evidence of Regular Expenses**

**Requested    Provided**

- Check Stubs
- Check registers
- Quicken and similar printouts
- Bank statements going back 3 months
- Receipts
- Credit card statements and receipts

- Court orders for family or child support
- Bills for utilities, rent, insurance, cable TV, internet, telephone
- Invoices
- Statements for all installment purchases
- Prescriptions with pharmacy receipts
- Leases and rental agreements
- Evidences of charitable contributions or tithing
- Evidences of private school tuition and school expenses
- Domestic support orders
- Other \_\_\_\_\_

### **For Self-Employed Individuals**

Requested    Provided

- Cancelled checks
- Check stubs
- Check registers
- Quicken and similar printouts
- Receipts
- Self-employed retirement plans
- Profit and Loss Statements
- Balance sheets
- Financial statements
- Inventories
- Appraisals
- UCC-1 and other security and financing agreements

- Executory contracts and leases
- Budgets
- Litigation
- Partnership agreements
- Articles of incorporation, stock ledger
- Equipment and vehicles leases and purchase contracts
- Factoring agreements
- Franchise agreements
- Unsecured commercial loans
- Small Business Administration (SBA) loans

### **Client Acknowledgement**

The undersigned acknowledges that a copy of the Documents Required for Bankruptcy Filing has been given to me for the purpose of evaluating our/my financial circumstances in contemplation of bankruptcy.

\_\_\_\_\_

Dated: \_\_\_\_\_

Dated: \_\_\_\_\_