

Documents Required to File Bankruptcy

- **IMPORTANT** – Each line below must either have a checkmark (because you sent us the document) or an “N/A” (if the item does not apply to you). This should *only* be returned to our office when it is completed, all items are filled out, and documents sent.

- These are **REQUIRED** documents that **MUST** be sent to the Attorney by the you **BEFORE** a case can be filed. Also these are ongoing requests, so as time passes additional documents will come due. In addition, more documents may be required by the Trustee after your case is filed.

- **Do not provide us with any original documents that you want returned to you, such as titles, tax returns, or paystubs. You must make copies, fax, or email the documents OR bring the original into our office and we will photocopy it and you must take the original home with you.**

Client(s) Name _____

Documents Regarding Income (check when provided)

- _____ Paycheck stubs for both husband and wife for the last six full months, *including* the most recent paycheck stubs *and* the year-to-date total.
- _____ Papers showing commissions or bonuses for both husband and wife received during the last six months that are not included on your regular paycheck stubs.
- _____ Papers regarding any unemployment benefits for both husband and wife received during the last six months.
- _____ Papers regarding any child support or spousal support for both husband and wife received during the last six months.
- _____ Papers showing the monthly benefits received for both husband and wife from Social Security during the last six months.
- _____ Papers regarding any stock dividend income received for both husband and wife during the last six months.
- _____ Papers regarding any retirement benefits (401(k), IRA, PERS, etc. loans or withdrawals) received for both husband and wife during the last six months.
- _____ Papers regarding any life insurance proceeds or loans received for both husband and wife during the last six months.
- _____ Papers regarding any rental income from any real property you own during the last six months, the year-to-date total, and monthly expenses associated with rental property.
- _____ The total amount of money contributed to your living expenses by any family members or friends during the last six months and the year-to-date total.

Documents Regarding Deductions from Your Income (check when provided)

- _____ If a Chapter 13, name, address, and telephone number of your employer’s payroll dept.
- _____ Your most recent statement regarding any retirement plans that you own, showing the total balance you have in the account. (IRA, 401k, PERS, etc.)
- _____ Papers regarding any loan you currently owe on any retirement plans. (IRA, 401k, PERS, etc.)
- _____ Policy Statement regarding any life insurance policies you have other than through work.
- _____ Papers regarding any wage garnishment orders or voluntary automatic deductions from your paycheck from your payroll department at work.
- _____ Papers regarding any child support or spousal support amounts that you should be paying,

including the order setting regular ongoing monthly amounts and also setting any arrearages you currently have.

_____ If you have your own business, a complete listing of all your monthly business income and expenses per month during the last six months and a year-to-date total, and any recent monthly Profit & Loss Statement and Balance Sheets for your business, if possible.

Documents Regarding Your Finances (check when provided)

_____ Monthly statement for all your bank, credit union, and other similar accounts for the last three months.

_____ A list of all your addresses for the last three years.

_____ Tax returns (both state and federal) for the last two years and your most recent W-2, 1099's, etc.

_____ Most recent mortgage billing statements for all properties you own or are purchasing.

_____ Papers documenting any transfers of ownership of homes or cars within the last 2 years.

_____ Papers regarding any time-share units you own.

_____ Vehicle titles, memorandum of titles, and proof of current automobile insurance.

_____ Papers regarding any money or property received from a trust or probate estate.

_____ Your most recent statements, bills, notices, and letters regarding all your debts (credit cards, medical bills, personal loans, pay day loans, past-due utility bills, furniture loans, jewelry loans, etc.)

_____ Papers from any lawsuit against you, including foreclosures or collections from any attorney or party.

_____ Copy of current Driver's License and Social Security Card.

Common post-petition documents often requested by Trustee, so collect these documents

_____ Monthly statement for all your bank, credit union, and other similar accounts covering the date of filing.

_____ A couple of your post-filing paystubs.

_____ Proof or documentation of how your recent tax refund was spent.

The federal bankruptcy law requires that you produce this information, which is necessary before an attorney can file bankruptcy on your behalf.

Remember all documents are required whether you plan on keeping the house, car, debt or not.