

## DOCUMENT CHECKLIST

The Bankruptcy Code imposes severe penalties on you for providing incomplete or inaccurate information about the property you own, the debts you owe, and your financial status. Our duty to you is to collect the following documents for preparing your bankruptcy schedules to give the court your complete financial picture. Without these documents, you will be signing bankruptcy schedules that give false information, which puts you at risk for bankruptcy fraud or perjury charges. For that reason – and for your sake – we cannot file your bankruptcy case without these documents. It might seem like a burdensome task, but once you get started, you are half-way done!

HAVE	N/A	#	DOCUMENT REQUIRED
		1.	<b>Tax returns for preceding 3 years</b>
		2.	<b>Pay stubs and/or profit and loss statements for last 6 months</b>
		3.	<b>W-2G, 1099 or other evidence of non-job income you received last 60 days.</b>
		4.	<b>Bank statements for last 6 months for all accounts.</b>
		5.	<b>Driver's license and SSN card copies.</b>
		6.	<b>Student loan information (lender name, address, acct #, balance owed)</b>
		7.	<b>House deed or other deeds for real estate you own.</b>
		8.	<b>Car titles for each vehicle you own.</b>
		9.	<b>Mortgage information (name and address of mortgage co., acct #, balance owed)</b>
		10.	<b>Tax liens and judgments.</b>
		11.	<b>Levy, garnishment, or repo notices you have received.</b>
		12.	<b>Foreclosure or eviction notices you have received.</b>
		13.	<b>Tax collection notices (IRS, OTC, County Treasurer, etc.)</b>
		14.	<b>Lawsuits and judgments filed <i>by you</i> against someone else.</b>
		15.	<b>Lawsuits and judgments filed <i>against you</i> by someone else.</b>
		16.	<b>Divorce decrees in force relating to child support or alimony.</b>
		17.	<b>Other court orders in force relating to child support or alimony.</b>
		18.	<b>Leases and rental agreements.</b>
		19.	<b>Life insurance policies.</b>
		20.	<b>Annuities or other investment documentation showing name, address, balance.</b>
		21.	<b>IRS or pension plan documents.</b>
		22.	<b>Evidence of charitable contributions or tithing.</b>
		23.	<b>Prepare a list of all household furniture, major appliances, computers, televisions, iPad-type items, guns, and collectibles you own.</b>
		25.	<b>List all debts you owe that are not shown on credit report from attorney.</b>
		26.	<b>Oil, gas or mineral interests you own or royalties you receive.</b>