

**LIST OF DOCUMENTS YOU MUST PRODUCE TO PREPARE YOUR
BANKRUPTCY CASE**

You may provide the original or copies of the documents

INCOME

1. Federal and State Income Tax Returns with all attachments (i.e. 1099's w-2's etc) for the following years _____.
2. Federal and State Income Tax Returns with all attachments (i.e. 1099's w-2's etc) for the following years for the following corporations that you have an ownership interest in _____.
3. *(for employed persons)* Copies of payroll check stubs for each employed person in your household that contributes their income to your monthly household expenses for the following months:
_____. (Please note that anyone that contributes to the payment of the monthly expenses of your household on a regular basis must be included here, such as roommates, partners, relatives, boarders, etc.)
4. *(for self-employed persons)* Copies of all payments that you received from any source in connection with your trade or business for the following months:
_____. ***(Note: information must be provided on a monthly basis)***. This may take the form of copies of the checks that you received in payment for your goods or services or copies of the bank statements that show the deposit of the money that you received or ledgers that you maintain that show how much money you earned during the relevant time period.
5. *(for self-employed persons)* Monthly expenses for the months of _____ together with documentation that verifies the expenses being claimed (i.e. cancelled checks for the expenses, bills etc.)
6. Copies of checks or stubs for any income that you have received for the period of _____ other than as a result of your employment, such as Social Security, unemployment compensation, workman's compensation, retirement account withdrawals, pension payments, interest, dividends, payments for trusts or partnerships or joint ventures or estates and the like.
7. *(for persons with rental income)* Monthly income and monthly expenses for the months of _____ together with documentation that verifies the income being claimed (i.e. bank statements reflecting the deposit of the rent checks, copies of rental agreements, etc.) and the expenses being claimed (i.e. cancelled checks for mortgage, property maintenance, snow removal, etc.)
8. Job title and how long at each job

REAL ESTATE (including Mobile Homes)

1. Copy of the Deed to any real estate that you have owned in the last 10 years.
2. Copies of the HUD Settlement Statements for any real estate that you have purchased or sold or refinanced in the past 10 years.

3. Copy of the mortgage(s) or home equity line(s) of credit and the most recent coupon or statement that shows the amount of your monthly payment and the balance of your loan(s) and the number of months that remain on your loan(s) for any of the mortgages or home equity lines that you have on the real estate you have listed in response to paragraph 1 above.
4. Copy of the most recent real estate tax bill for the real estate you have listed in response to paragraph 1 above.
5. Copy of your Declaration of Homestead for the property where you live.
6. Copy of appraisal or Brokers Price Opinion that indicates the present market value of any of the real estate listed in response to Question 1 above.
7. Monthly statements for utility bills (i.e., gas, electric, cable, cell phone, cable television, water & sewer) for the months of _____.
8. Copy of condo fee bills.
9. Copy of residential lease and copies of monthly rent checks for the period _____.
10. When acquired – 1215 day rule

MOTOR VEHICLES

1. Titles for every vehicle that you own.
2. Most recent car loan payment coupon or statement that shows your loan balance and the amount of your monthly payment and the number of payments that you have remaining on your car loan.
3. Copy of loan documents relating to your car loan.
4. Evidence of value of your motor vehicles from Kelly Blue Book. com or NADA.com or from an automobile dealership.
5. Copy of car lease agreements that include amount of monthly payment and amount of monthly payments remaining under the lease.

FINANCIAL

1. Last four months of statements for all of your bills.
2. 12 months of statements and cancelled checks for all Bank Accounts, Brokerage Accounts and other financial accounts that you may have.
3. Copy of your checkbook for the last 12 months showing all deposits and checks that you have written.
4. Your last statement for any retirement plan that you may have, including your IRA, 401(k) or other pension plan that you may have at work or otherwise set up for your benefit.
5. Have you made any withdrawals from your retirement accounts in the last two years and, if so, when and in what amount?

INSURANCE

(Please provide a copy of the Declaration Page and the monthly cost for each of the following insurance types)

1. Auto
2. Health
3. Homeowners or renters insurance, including copies of all Insurance Riders, if any.
4. Life Insurance
5. Other forms of insurance.

DIVORCE PROCEEDINGS

1. Support Orders or status of support discussions
2. Divorce Agreements, Property Settlements or Stipulations of the parties to the divorce case regarding distribution of marital property and continuing financial obligations of the parties as between one another.
3. Copy of Divorce Complaint and related papers.
4. Evidence of payment of support obligations for past 6 months.

IDENTIFICATION

1. Driver's License or Passport (current and valid)
2. Social Security Card.

MISCELLANEOUS DOCUMENTS

1. Copy of any lawsuit or collection letter that you are presently involved in.
2. Written statement on what happened to you that got you into financial difficulty.
3. Credit Reports from the three credit reporting agencies. Call EQUIFAX at 877-322-8228, EXPERIAN at 888-397-3742 and TRANSUNION at 800-916-8800. Please immediately call and order your credit reports from each of the three agencies as it typically takes 5-7 business days for the reports to be generated and mailed. **DO NOT OBTAIN COPIES OF CREDIT REPORT VIA THE INTERNET – OBTAIN REPORTS DIRECTLY FROM THE CREDIT REPORTING AGENCY BY CALLING THEM ON THE TELEPHONE.**
4. Credit Counseling Certificate.
5. Property held for another (529 Plans, UTMA accounts, etc.)