

DOCUMENTS TO BE PROVIDED TO ATTORNEY

You are required to provide certain information to the Court when you file bankruptcy. It is our obligation to make a diligent inquiry of you. **PLEASE READ CAREFULLY AND PROVIDE THE FOLLOWING:**

- ☐ Your Driver's License/Your Spouse's Driver's License and Social Security Cards.
 - If you do not have a Driver's License we will need your State ID
 - If you need a replacement of your Social Security Card, complete an Application for a Social Security Card, Form SS-5. This form is available for download at www.socialsecurity.gov/online/ss-5.html You can also obtain Form SS-5 by calling 1-800-772-1213 or visiting your local Social Security office.)
- ☐ Recorded Deed(s) and Mortgage(s) for all real estate that you or your spouse own or have an interest in. Recorded copies of these documents may be obtained from the Recorder's Office in the County in which the property is located.
- ☐ Copy of Titles **for all** vehicles, boats, motor cycles, 4-wheelers, campers, trailers, mobile homes, etc that are titled in your name or your spouse's name. If there is a lien on the vehicle, then there will be a Memo Title showing your ownership and the lien on the title. This includes co-signed vehicles to verify ownership.
- ☐ Copy of all loan/lease contracts/purchase agreements on all vehicles, boats, motor cycles, 4-wheelers, campers, trailers, mobile homes, etc
You must provide our office with the current balance and interest rate owed on all loan/lease contracts.
- ☐ Copy of last two (2) years of your Federal and State income tax returns with all attachments, including w-2's.

To order an IRS transcript:

www.irs.gov/transcript

800-908-9946

To order a State transcript:

800-282-1782

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- ☐ **VERY IMPORTANT:** Income verification for the last six months for yourself and your spouse. Paystubs are required and must be printed off. If you have worked several jobs in a six month period we must have ALL paystubs from ALL employers.
This should include all income received from wages, tips, child support, spousal support, income tax refunds, bonuses, gambling winnings, etc. Self-employed individuals need to prepare an income and expense sheet for the previous six months.
You MUST include income verification for non-filing spouse.
- ☐ Copies of all Life Insurance Policies that you or your spouse may have with a cash value or surrender value.
- ☐ Copies of all stock accounts you or your spouse currently own and documentation of all stock sales for the past 2 years. (i.e. Etrade, Charles Schwab, Edward Jones, etc.)
- ☐ If you have a pension/401(K)/PERS/STRS/IRA etc, please provide us with documentation of the current value.
Documentation will be needed of any withdrawals made in the last 2 years.
- ☐ If you have been Court Ordered to pay child support and/or spousal support/alimony please provide a copy of the Order along with a statement reflecting that you are current in your obligation(s).
Provide Obligee's name and current address.
- ☐ Copies of all insurance policies on any and all vehicles, personal property, real estate, etc.
- ☐ If you have been a party (Plaintiff or Defendant) to any court proceeding/law suit during the last year, please provide all documentation/court papers you have available. (If you have no documentation/court papers, please go to the Court in which the action was initiated and obtain a copy of the Complaint and Final Judgment Entry).

- ☐ List **ALL** of your debts.
This includes, but is not limited to, the following:
- debts that will not be discharged in the bankruptcy such as student loans, taxes and child support obligations;
 - all debts that you intend to continue paying after the bankruptcy is over such as vehicles and real estate;
 - any debt that you have co-signed for or someone else has co-signed for you (we will need the co-signer's name and address);
 - debts that you owe the government such as taxes, overpayments to Job and Family Services;
 - debts you may owe to friends and/or family members.
- ☐ Please provide the following with respect to anyone you owe money to:
1. Credit Card Statements for the past 3 months of all active/inactive accounts;
 2. All letters/bills from Collection Agencies, medical providers and/or any other person/company that you owe money
- ☐ In the event you do not have a letter/bill from someone you know you owe money, please provide the following information regarding that person/company:
1. Name and address for each person you owe money to.
 2. Account numbers and balances owed

The fee we quote at our initial consultation will include the counsel fee, bankruptcy filing fee and a fee to download your credit report. It will still be your responsibility to provide us with statements from your creditors.

*Our office is an agency that provides debt relief with dignity. We provide help for individuals seeking relief under the **Bankruptcy Code**.*