

## Check List for Bankruptcy Clients

Items listed below will be required by the bankruptcy Trustee. Please provide as many of these items for your initial consultation as possible and keep the checklist available to remind you of any data that will be expected of you throughout your bankruptcy.

### Pre-Filing Documents (MUST have prior to filing your bankruptcy)

- Completed Intake Packet
- Personal Tax Returns for State and Federal for the following years: 2009-2012
- Business Tax Returns for State and Federal for the following years: 2009-2012 (if applicable)
- Property Tax Assessment
- All paystubs for 7 months prior to the expected filing date      From: \_\_\_\_\_  
To: Present  
  
Paid: \_\_\_ Monthly    \_\_\_ Bi-Weekly    \_\_\_ Weekly    Missing Paystubs: \_\_\_\_\_
- Profit and Loss Statements for the 7 months prior to the expected filing date (businesses only, one per month)  
  
From: \_\_\_\_\_ To: \_\_\_\_\_
- Credit Counseling Course Certificate (CCC) (see pg 3 of packet)
- Credit Reports (see front page of packet)
- Nada (<http://www.nada.com>) or Kelly Blue Book (<http://www.kbb.com>) summary for all vehicles (this includes boats, trailers, motorcycles and automotive toys such as 4-wheelers)
- Proof of Charitable Contributions (ex. Tithing settlement or printout)
- Other Income Verification (ex. Social Security or Pension)
- Statement verifying 401k/retirement loan balances
- DSO Questionnaire (if you have alimony or child support payments)
- Make sure your bank accounts are at or below the minimum suggested by the attorney for the date of filing

### Documents Needed 10 Days Prior to Meeting of Creditors (341 Meeting)

- Post-Petition Paystub (the one closest to the meeting date)
- If excessive expenses are required for automotive, medical, food allowances or visitation requirements, receipts will be required.
- Divorce Decree
- Bank Statements for all bank accounts open on the month of filing  
Month of Filing is: \_\_\_\_\_

### Documents Needed Prior to Confirmation Hearing

These will be asked of you by our staff after your first hearing (Meeting of Creditors or 341 Hearing) and to be provided promptly as needed.

**If Means Test IS Required the Following Will Be Required:**

- Make an appointment
- \$200 for attorney's fees – this will be credited towards the overall fees should you decide to file with us
- The last six (6) months of you and your spouse's paystubs or profit and loss statements

From: \_\_\_\_\_ To: \_\_\_\_\_

- Your secured creditors filed out in your packet
- Your filled out budget for your ongoing income and expenses