

REQUIRED DOCUMENT CHECK LIST

Please bring the following documents to evaluate, consult and prepare your petition. If any documents are not available please tell us immediately. To determine the financial condition of your family, you must bring your spouse's documents (even if you are filing individually, and your name is not on her documents).

1. REAL ESTATE: All mortgages for every piece of land that you and/or your spouse may own an interest in, including land you inherited and land you own with other people, burial plots, condominiums, timeshares, etc. If you are not sure if you own an interest in a piece of property tell us about it. If you don't have a copy that shows the recording information (book and page numbers) you need to get a copy from your local Courthouse.
2. VEHICLE: Information on your car, truck, boat, airplane, mobile home, and other property that has your name and/or your spouse's name on the title, as owner or co-owner, even if you do not owe any money on it. Need make, model, mileage and approximate value.
3. TAX RETURNS: Last two (2) years of federal and state tax returns that you and/or your spouse filed.
4. BANK STATEMENTS: Last six (6) months bank statements for all accounts that your name and/or your spouse's name is on (if you use on online banking you can print the statements on your computer).
5. PAY STUBS: 2 Months pay stubs or paycheck copy. Be sure to bring receipts and a list of all money and rental income you received, including money from bonuses, settlements, withdrawals, sales of property, capital gains, child support, alimony, unemployment benefits, workers compensation, etc. We need to know about your income, every penny of money and every item of property that your family received, from you, your spouse, and anyone else during the last seven months.
6. COLLECTIONS/BILLS: Bring every bill you and your spouse received from creditors. If you do not have a bill/statement, prepare a list of everyone you and your spouse owe money to. Think of every debt you may possibly owe that you wish to include in the bankruptcy. Tell us about every debt, even if you plan to continue to pay the debt or if the current balance on the debt is zero. We need to know about your expenses, every penny of money and every item of property that your family paid or transferred during the last seven months.
7. SPOUSAL SUPPORT: Spousal support/alimony and/or child support documents.
8. STUDENT LOAN: Bring documents related to all student loans.
9. SUMMONS: Bring documents regarding any civil proceeding such as Judgments and Summons.
10. ANNUITIES: Bring copies of all life insurance policies, annuities, retirement plans, and other accounts and investments. Obtain current cash values (money you could cash out today) for each item.

BUSINESS OWNERS

1. PROFIT AND LOSS: 12 Months Profit and Loss Statement with business bank statements.
2. TAX RETURNS: 2 Years Corporate tax returns.

If you are having trouble gathering the information together, tell us - we may be able to help!