



Bankruptcy Checklist:

To prepare for filing bankruptcy, the following checklist is designed to help you assemble the items you'll need to bring to our office:

- ___ Photocopy of each client's Driver's License & Social Security Card.
- ___ Copy of the Certificate of Credit Counseling for each Debtor. You can complete your credit counseling course through Allen Credit & Debt Counseling Agency on line at <https://www.acdcas.com/default.aspx> for \$20.00 per household or at <http://www.debtorcc.org/pre-filing-bankruptcy-credit-counseling.aspx> for \$14.95 per household. If you prefer to take the course over the phone, you can do so for \$25.00 through Allen Credit & Debt Counseling Agency by calling 1-888-415-8173.
- ___ All Titles for all titled property (automobiles, mobile homes, ATVs, snowmobiles, boats, etc.). If a vehicle is in the lenders possession, please provide the VIN number.
- ___ Kelley Blue Book **private party** valuation for all vehicles. Website: www.kbb.com
- ___ NADA valuation for all recreational vehicles. Website: <http://www.nadaguides.com/?gclid=CMOLmoOI7b8CFStgMgodYSwg>
- ___ Copies of all **Recorded** Deeds and **Recorded** Mortgages for all Real Property (homes, land, vacation homes, cabins, time shares).
- ___ Pay stubs for the 6 month period prior to filing your case for each debtor for each job.
- ___ Documentation of income from any of the following sources, if any, for the six month period prior to filing your case for each debtor: alimony, child support, social security, unemployment, and other public benefits payments, pension, rental income, money collected from lawsuits, gambling and lottery winnings.
- ___ If you are paying child support and/or alimony, please provide the name/address of the payee. If you are receiving child support and/or alimony, please provide the name/address of the payor.
- ___ Copy of your personal (and business) 2015 Tax Return **with all attachments (W-2s, 1099s, etc.)**.
- ___ Copy of your personal (and business) 2016 Tax Return **with all attachments (W-2s, 1099s, etc.)**.
- ___ Copy of each client's credit report. Please run your credit report from all three reporting agencies using <https://www.annualcreditreport.com/cra/index.jsp>. We will need the reports from this site, using sites like Credit Karma, etc. do not provide us with all the necessary information needed to complete the Bankruptcy document.
- ___ Most recent bill/statement from each creditor (including statements of current loans/mortgage balances).
- ___ Copies of all credit card statements for the last three months.
- ___ Copies of all bank statements for the last three months.
- ___ Copies of the most recent statement regarding all life/AD&D insurance policies, retirement accounts, investments, etc.
- ___ Copy of file stamped divorce decree if divorced within the last 8 years.
- ___ Documents regarding any workman's compensation or personal injury claim.
- ___ Completed worksheets (done on-line through MyCaseInfo.com).
- ___ Signed 527 Notices.
- ___ Signed Bankruptcy Fee Payment Agreement.