

## DOCUMENTS TO BE PROVIDED TO ATTORNEY

Client(s) Name: \_\_\_\_\_

Date: \_\_\_\_\_

- Most of my debts are related to:
- A business
  - Taxes
  - A lawsuit against me
  - Domestic issues
  - Mortgage or car arrearages
  - Credit cards and medical bills

I expect my income to [go up] [go down] [stay about the same] in the next year (circle one).

*To comply with the new bankruptcy law and let us evaluation your situation, you will need to supply as much of the following information as possible. If you cannot provide any of the documents that are applicable to your situation, please call us to discuss what to do.:*

### *Documents Regarding Income* [check when provided]

- Paycheck stubs for husband and wife for the last seven months.
- Papers showing commissions or bonuses received during the last seven months.
- Papers regarding any unemployment benefits received during the last seven months.
- Papers regarding any child or spousal support paid or received during the last seven months.
- Papers regarding any Social Security payments received by any member of your household.
- Papers regarding any bank interest income or stock dividend income received during the last seven months.
- Papers regarding any pension or retirement benefits received during the last seven months.
- Papers regarding any lease or rental income received.
- A listing of money contributed to household or living expenses by other members of your household, even if they are not related to you, including your spouse if he/she is not filing for bankruptcy.

### *Documents Regarding Deductions From Your Income* [check when provided]

- Papers regarding any retirement or pension plan contributions you have made during the last seven months.
- Papers regarding any retirement loan currently owed. Include Name of creditor and payoff dates for each loan.
- Papers regarding any insurance that is being deducted from your paycheck.
- Papers regarding any other deduction from your paycheck that is required or mandatory—not voluntary.
- From your payroll department at work, get copies of any wage garnishment orders or voluntary automatic deductions from your paycheck.
- Copies of any divorce decree, divorce settlement, Separation Agreement, or child support orders, including property distribution, spousal attorney's fees, or payment plans.
- Documents regarding any support you owe that is secured by a lien on your home or other security.
- Utility bills for the past six months.
- If you have your own business, a complete listing of all your monthly business expenses, including a year-to-date or recent monthly Profit & Loss Statement.

*Documents Regarding Your Finances* [check when provided]

- Monthly statements from all your bank, credit union, brokerage, money market and similar accounts for the last seven months. If any account has been closed during the past year, all statements from that account for the previous year.
- A recent credit report. (Go to [www.annualcreditreport.com](http://www.annualcreditreport.com) for a free copy.)
- Papers from any bankruptcy you filed in the last eight years.
- A list of all your addresses for the past three years.
- Tax returns (both federal and state) for the last four years.
- Papers regarding any real property you own or have owned for the past ten years, including deeds, information regarding refinancing within the last three years, current billing statements, and transfer of ownership interests.
- Papers regarding any foreclosures, repossessions, garnishments or attachments during the past year.
- Papers regarding any other personal and real property you own (such as vehicle registration papers, stock value statements, cash value life insurance policy documents, timeshare unit documents, etc.)
- If you have ever been convicted of a felony, documents stating the type of conviction.
- If you did or may receive any distribution from an estate or trust, documents regarding it.
- Education IRA, Education Savings Account or tuition program documentation.

- ❑ Statements, bills, notices, letters or other documents received in the last 90 days regarding all your debts—credit cards, medical bills, personal loans, car loans, furniture loans, jewelry loans, lawsuits, etc.
- ❑ Contracts and leases for all motor vehicle purchases or leases during the past four years, and for furniture and jewelry during the past two years.
- ❑ Proof of insurance for any motor vehicle for which you still owe money.
- ❑ Papers regarding any leases or timeshares, and any eviction proceedings.
- ❑ Papers regarding any potential inheritance.
- ❑ A copy of your driver's license.
- ❑ A copy of your social security card. (If you need a replacement, 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](http://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.)