

Bankruptcy Client Checklist

Please make sure you make copies and do not give originals to us of any documents as they will NOT be returned.

1. 6 months of paycheck stub if you are employed. – ***place on a flash drive/USB or email them to our office in PDF format only***
2. Income tax returns for the past two years. – ***place on a flash drive/USB or email them to our office in PDF format only***
3. 6 months of all bank statements (in your name) that verify the income provided on the paycheck stubs, or social security and pension deposits, etc. ***place on a computer disc or email them to our office in PDF format only***
4. Copies of titles, registration and proof of insurance to all motor vehicles or vessels that are owned by you, not attached to a lien with a bank.
5. Current payoff from lender on any vehicles with loans with a lender.
6. If you own property – no loans: recorded mortgage and deed for all real property. These documents are normally obtained from the Recorder’s Office for the county where the real property is located.
7. Copies of any and all lease agreements, including motor vehicles lease, rent-to-own property, contracts, etc.
8. A copy of appraisals made within the past 12 months for all real property. If one has not already been done in the last 12 months you may disregard, you do not need to get one unless you already have it.
9. Copies of any lawsuits, foreclosures, judgments, liens or garnishments filed within the past two years.
10. Copies of all insurance policies life, disability insurance, homeowners, renters, motor vehicles or any other insured assets. Be sure to include any “riders” which cover any specific items of personal property with insured values.
11. All documents relating to retirement accounts, IRAs, 401Ks, etc.
12. Separation agreements, decrees of dissolution, divorce decrees or support obligations filed within the past **one year.**
13. Security agreement, financing statements and any or all personal property leases.

14. Stock certificates, bonds, credit union and passbook saving accounts and statements evidencing investments or savings.
15. Documents verifying interest in any future property (such as a Will or Trust).
16. Copies of any previous bankruptcy cases filed within the past eight years.
17. Copies of most recent statements from any education's IRS and/ or Tuition Trust accounts.
18. Copies of the most recent statements from any student loans.
19. Copy of license or state issued identification card.
20. Copy of social security card.
21. Any documents relating to disabled veteran status.

If you wish to retain the originals of your documents, you may either copy them at a copy shop or scan them into PDF format and place on a flash drive or email the documents.

Thank you!