

BANKRUPTCY CHECKLIST

CREDITORS: Please complete the creditor list enclosed with this form. Be certain to list each and every creditor you have, using the **correspondence** mailing address. *Do not use the payment mailing address.* Be sure to include any collection agencies or attorneys involved in the collection of any debt, and indicate on the form for whom they are collecting. *Do not leave out any requested information.* This is very important to ensure that the notices are properly mailed from the Court.

_____ Attach the last two bills you received from every creditor and/or collector to the creditor list enclosed.

If you makes copies be sure to copy front and back.

Include a written payoff on all mortgages and car loans.

_____ Obtain a credit report from all 3 credit reporting agencies to provide to our office by logging on to **www.annualcreditreport.com**, or by calling 1-877-322-8228, in order to access your own FREE CREDIT REPORT.

_____ Complete your consumer credit counseling briefing from the list of approved agencies and print or have them mail a copy of any repayment plan developed for you, as well as the certificate that you completed your briefing. This must be done within the 6 months immediately before filing.

If not previously provided, it will be necessary for you to provide your attorney with **all** of the following information in order that your petition and schedules may be timely and accurately prepared.

PHOTO ID AND SOCIAL SECURITY CARD: Please provide your photo identification and proof of your Social Security Number (i.e. military id, etc.)

TAXES AND OTHER GOVERNMENT DEBTS:

_____ Income tax returns (federal & state) for the previous 4 years for yourself and any businesses you own.

_____ Copies of notices or correspondence from taxing authorities regarding taxes owed with the return in question attached.

_____ Copies of letters or other documents regarding student loans.

BANK ACCOUNTS:

_____ Three most recent statements for all open bank accounts.

_____ Two most recent statements for all bank accounts closed in the last 60 days.

_____ List of all bank accounts closed in the last 2 years.

Include bank address, account number, type of account, date closed, and last known balance.

MOTOR VEHICLES:

_____ Copies of titles to all motor vehicles, motorcycles, ATVs and/or boats/campers/etc. you own.

_____ Copies of vehicle loan documents and/or vehicle leases.

_____ Automobile insurance Declarations Page, indicating coverage and loss payee.

INSURANCE AND RETIREMENT BENEFIT PLANS:

_____ Copies of all life insurance policies, including current cash values and current beneficiaries

_____ Copies of all profit sharing plans, retirement plans, pension plans, 401(k) or stock options., and the plan summary for any such tax deferred plans provided by your employer

REAL ESTATE AND MOBILE HOMES:

- _____ Copy of Recorded Deed(s)* to all properties you own.
- _____ Copy of Mobile Home Title(s) for all mobile homes you own still taxed as personal property
- _____ Copy of Recorded Mortgage(s)* to all properties you own.
(Need 1st page, legal description, and signature page) for all unreleased mortgages
- _____ Copy of any Recorded Federal Tax or Workers Compensation Lien(s)*
- _____ Copy of any Judgment Liens against you filed with the Common Pleas Court in any county where you own real estate.
- _____ Copy of any Land Installment Contract(s).
- _____ Recent appraisal and/or Real Estate or Personal Property Tax Card from your County Auditor's office
- _____ Homeowner's insurance Declarations page for all properties, indicating coverage and loss payee.
- _____ Closing Statement from the sale of any real estate within the last year.

*(Get these documents from the Recorder's Office in your County of residence.)

LAWSUITS AND DIVORCES:

- _____ Copies of all papers relating to **any** lawsuits involving you as a party now or during the past year.
- _____ If you have terminated a marriage within the last 4 years, copies of the Separation Agreement and/or Final Decree.

DOMESTIC SUPPORT OBLIGATIONS:

- _____ Copies of any child or spousal support Orders you are obligated to pay.
- _____ If support obligation has ended, copy of Order terminating support.

PROOF OF CURRENT MONTHLY INCOME:

- _____ Copies of your and your spouse's pay stubs for the last 6 months (if you are married and living together, even if your spouse is not filing bankruptcy), or a summary from payroll detailing same, or other proof of monthly income (ie. Unemployment or child support check stubs, pension statements, Social Security statements, bank statements showing direct deposit of your monthly benefit, etc.)

BUSINESS RECORDS:

- _____ Copies of all financial statements, including profit and loss statements, balance sheets and inventories
for the past 6 years, and any corporation or partnership records or statements.
- _____ Copies of income tax returns (federal, state & local) for the past 4 years, both business and personal.
- _____ Copies of business or other documents filed with the Secretary of State.

The client understands and acknowledges that this information must be provided to the attorney before preparation of petitions and schedules can be completed. All papers will be copied and returned to you upon completion of the preparation of your documents, or upon completion of your case.