

Documentation required for bankruptcy filing

VERY IMPORTANT: When you come in for your intake meeting, please bring **COPIES** of these documents. Please do not bring originals. You will need to leave these documents with our office.

Because these documents are of critical importance and are difficult to replace, you should keep the originals stored in a safe place at all times.

- Pay check stubs for the past 6 months for both filer and spouse
 - Remember, these records are for income from employment, and **ALSO** tips, bonuses, commissions, child support, alimony, support from someone paying or sharing your living expenses, rental income (gross and net shown on a monthly basis), unemployment income, social security payments, retirement and/or pension income, interest, dividends, and income from any other source. Whether you are filing with or without a co-habitant spouse then you will need to provide this information for both you and your spouse. If you have your own business, you must provide a monthly Profit & Loss Statement for your business.
- A photocopy of your driver's license and social security card
- Federal tax returns for the last two years
- Personal bank account statements for the past 6 months
 - Including bank, credit union or other financial institution
- Business bank account statements for the past 3 months
 - Including bank, credit union or other financial institution
- Copies of all mortgages
- Copies of rental leases
- All credit card statements for the last month
- All personal loan statements for the last month
- Bills showing amounts owed for medical, dental, or other professional services debts
- All car loan billing statements for the past month
- Copies of car titles for all vehicles
- Proof of Auto Insurance
- Information about any collection phone calls you have been receiving
- Copies of all deeds for real estate you own
- Proof of House Insurance
- Possible appraisal of your property if this is a chapter 13 filing
- If divorced, a copy of the divorce decree and any settlement agreements
- Copies of alimony or child support orders in effect
- Copies of any previous credit counseling or debt consolidation
- Copies of any insurance policies
- Copies of any retirement accounts
- Copies of any lawsuits, foreclosures, garnishments
- Copies of final statement of any closed financial accounts