

FEDERAL BANKRUPTCY LAW REQUIRES THE PRODUCTION OF THE FOLLOWING INFORMATION

I/We understand and agree to provide only **PHOTOCOPIES** of the documents needed to analyze our case and prepare our case for filing bankruptcy, if applicable. I/We understand that the photocopies of the documents provided to Attorney **will not be returned** to me/us and that these documents will be destroyed after they are used by Attorney.

No Original documents are to be given to the attorney. **Do not staple** the photocopies of the documents (use paper clips only) as these documents may be electronically scanned and disposed of. Assemble each category of documents (check box) separately and label the stack with a yellow stickum or note.

[Check each box when you assemble the documents]

DOCUMENT REGARDING INCOME

- Paycheck stubs** for both husband and wife for the **last seven (7) months**, including the most recent paycheck stubs
- Papers showing **commissions or bonuses** received during the last seven (7) months
- Papers regarding any **unemployment benefits** received during the last seven (7) months
- Papers regarding any **child support or spousal support** received during the last seven (7) months
- Papers regarding any **Social Security payments** received by **any** member of your household during the last seven (7) months who is contributing to household expenses.
- Papers regarding any **disability income or benefits** received during the last seven (7) months.
- Papers regarding any **bank interest income** or **(stock) dividend income** received during the last seven (7) months
- Papers regarding any **retirement benefits** received during the last seven (7) months
- Papers regarding any **rental income** from any house or land or other real property you own during the last seven (7) months.
- Information about **any major gifts given to you** during the last two (2) years.
- Information about any major **gambling winnings** during the last two (2) years
- A listing of money contributed to your living expenses during the last seven (7) months by other members of your household, including your spouse if he/she is not filing the bankruptcy with you.

RUSH CIRCUMSTANCES DOCUMENTS

- | | |
|--|--|
| <input type="checkbox"/> Foreclosure Documents on House(s) or land. | <input type="checkbox"/> Wage Garnishment Papers. |
| <input type="checkbox"/> Eviction Papers for Apartment or House. | <input type="checkbox"/> Car or Truck Repossession Papers. |
| <input type="checkbox"/> Eviction Papers for Business location or lease. | <input type="checkbox"/> IRS Levy papers. |

MISCELLANEOUS DOCUMENTS

- Contracts (with all the attachments) for all **car loans purchased** within the last four (4) years; and
- Contracts (with all the attachments) for any **furniture and jewelry loans** purchased within the last two (2) years
- Proof of insurance for any vehicle for which you still owe money
- Copies of your **Social Security Cards**
- Copies of your **Drivers' Licenses, Military I.D. or other Photo I.D.**
- Copies of Titles to Cars, Trucks, Motorcycles, R.V.'s, Boats, Trailers, etc.
- Statements showing Balances on mortgages.
- Copies of any **Divorce Decrees, Permanent Orders** entered within the last **three (3) years**.
- Pre-marital Agreements, Pre-Nuptial Agreements, or Post-Nuptial Agreements.
- Copies any Trusts created by you or for you.
- Lawsuits and Judgments filed by creditors against you.
- Lawsuits and Judgments filed by you against other people or companies.

DOCUMENTS FOR SELF-EMPLOYED INDIVIDUALS

- | | |
|--|---|
| <input type="checkbox"/> Corporation, Partnership, L.L.C. or other papers for your businesses. | <input type="checkbox"/> UCC-1 & Other Security and Financing Statements. |
| <input type="checkbox"/> Inventory Lists for your Business. | <input type="checkbox"/> Franchise Agreements. |
| <input type="checkbox"/> Profit and Loss Statements | <input type="checkbox"/> SBA or Bank Loan Agreements. |
| <input type="checkbox"/> Balance Sheets | <input type="checkbox"/> Accounts Receivable Lists |
| <input type="checkbox"/> Financial Statements. | <input type="checkbox"/> Business Purchase Agreements from prior owner. |
| <input type="checkbox"/> Appraisals for the Business or Business Assets. | <input type="checkbox"/> Equipment and Vehicle Lease Agreements. |
| | <input type="checkbox"/> Business location or store lease agreements. |

DOCUMENTS REGARDING DEDUCTIONS FROM INCOME

- Papers regarding any **retirement plan contributions** you have made during the last seven (7) months
- Papers regarding any **retirement loan** currently owed
- Papers regarding any **insurance that is being paid from your paycheck**
- Papers showing any other deduction from your paycheck which 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
- Any court orders setting **child support or spousal support** amounts that you should be paying, including the order setting regular ongoing monthly amounts and also setting any monthly amounts for catching up on past-due support.

Is any support you owe secured by a lien on your home or other security interest? Yes No

- 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 for your business, if possible
- Papers showing any Criminal Restitution Payments you are required to make.

DOCUMENTS REGARDING YOUR FINANCES

- Monthly statements for **all your bank, credit union & other similar accounts** for the last **seven (7) months**
- Credit Reports**, at www.annualcreditreport.com , you can obtain all 3 reports **free** once per year. Prefer a minimum of your TransUnion credit report (includes full account numbers).
- Petition, Statements, and Schedules for **any bankruptcy filed** in the last eight (8) years.
- Tax returns** (both state and federal) for the last **three (3) years**, plus W-2s, 1099s, etc. for those years
- Papers regarding all other personal and real property you own (for example, vehicle registration papers, stock value Statements, cash value life insurance policy documents, time-share unit documents, etc.)
- Have you been convicted of a felony? If so, locate any documents stating the type of conviction
- If you did or may receive any money or property from a trust or probate estate, get documents regarding it
- Education IRA or tuition program documentation
- Student Loan** documents.
- Bills, statements, receipts for any normal living expenses during the last six (6) months: utility bills, food or clothing Bills, lawsuits, personal loans, car loans, furniture loans, jewelry loans, etc.
- All statements, bills, notices, letters received in the last three (3) months — regarding all your debts: credit cards, Medical bills, lawsuits, personal loans, car loans, furniture loans, jewelry loans, etc.

I/We agree that Attorney is not required to file my/our Bankruptcy Petition until such time as I/We have produced **ALL** of the above documents that are applicable to my/our case, notwithstanding the fact that I/We may have a pending garnishment, home foreclosure, repossession, levy, etc. and given Attorney sufficient time to analyze the documents in order to prepare a bankruptcy, if applicable.

I/We understand, agree and have been advised that any and all information and documentation provided by me/us to Attorney may be discoverable and examinable by the Trustee in my case, the United States Trustee, the Bankruptcy Court and possibly creditors pursuant to 11 U.S.C. §342(b)(2)(B).

I/We understand, agree and have been advised that we must provide complete, accurate, and truthful information and documentation.

- I/We agree that:
- I/We will produce all of the documents together at one time and not piecemeal.
 - I/We will bring all of the documents to the Pre-Bankruptcy Planning & Analysis Meeting.
 - I/We will not fax the documents to Attorney and will only mail them or bring them in.
 - I/We will not communicate important or material documentation or information orally to Attorney.
 - I/We will bring the completed Bankruptcy Questionnaire to the Pre-Bankruptcy Planning & Analysis Meeting.

Name: _____ Date: _____

Name: _____ Date: _____