

Client Name: \_\_\_\_\_

**Income for Six (6) Prior to the month that bankruptcy is filed: Starting \_\_\_\_\_ to Current**

- |   |  |
|---|--|
| <input type="checkbox"/> Pay Statements for six months  | <input type="checkbox"/> Unemployment Benefits (History if variable, date started if fixed payments) |
| <input type="checkbox"/> Spouses Pay Statements for six months                                | <input type="checkbox"/> Statement Disability Benefits   |
| <input type="checkbox"/> Interest, dividends, royalties (If significant)                      | <input type="checkbox"/> Statement SSI Benefits  |
| <input type="checkbox"/> Rental Income (Profit & Loss Statement)                              | <input type="checkbox"/> Spousal/Alimony or Child Support Payments Received                          |
| <input type="checkbox"/> Self Employment Income (Need Profit & Loss Statement if Significant) | <input type="checkbox"/> Money contributed to living expenses by a family member or another person   |
| <input type="checkbox"/> Pension & Retirement (Monthly amount)                                |  |

**Statements regarding your Finances (MOST RECENT)**

- |   |   |
|---|---|
| <input type="checkbox"/> Bank Account(s) (Three Months)                         | <input type="checkbox"/> Medical/Hospital Bills   |
| <input type="checkbox"/> Personal Bank Loan Statement                           | <input type="checkbox"/> Whole Life Insurance Policy (Surrender/Cash Value) and monthly Statement |
| <input type="checkbox"/> Financial, Money Market, Brokerage Acct (Three Months) | <input type="checkbox"/> Term Life Insurance Policy & Monthly Statement                           |
| <input type="checkbox"/> 1 <sup>st</sup> Mortgage Statement                     | <input type="checkbox"/> IRS Collection Letters   |
| <input type="checkbox"/> 2 <sup>nd</sup> Mortgage Statement                     | <input type="checkbox"/> IRS Account Transcripts for Tax Year: _____, _____, _____.               |
| <input type="checkbox"/> Home Equity Loan Statement                             | <input type="checkbox"/> Storage Facility Statement   |
| <input type="checkbox"/> Business Line of Credit Statement                      | <input type="checkbox"/> Open New Bank Account  |
| <input type="checkbox"/> Retirement/IRA Account(s) Statement                    | <input type="checkbox"/> Real estate appraisal  |
| <input type="checkbox"/> 401K Account Statement                                 | <input type="checkbox"/> Other _____  |
| <input type="checkbox"/> 401K Loan Statement                                    | <input type="checkbox"/> Other _____  |
| <input type="checkbox"/> Timeshare Contracts                                    | <input type="checkbox"/> Other _____  |
| <input type="checkbox"/> Timeshare Loan Statement                               | <input type="checkbox"/> Other _____  |
| <input type="checkbox"/> Car Loan Statement(s)                                  | <input type="checkbox"/> Other _____  |
| <input type="checkbox"/> Car Lease Statement(s)                                 |   |
| <input type="checkbox"/> Credit Card & Debt Collectors Statement (Most Recent)  |   |

**Other required Documents**

- |  |  |
|--|--|
| <input type="checkbox"/> Federal tax returns for two (2) years _____, _____, _____ | <input type="checkbox"/> ONLINE COURSE Certificate of Credit Counseling (Both Filers) <a href="http://www.PersonalFinanceEducation.com">www.PersonalFinanceEducation.com</a> |
| <input type="checkbox"/> Court orders for child or spousal support                 | <input type="checkbox"/> Inheritance (Wills, Trusts, Annuities, IRA)   |
| <input type="checkbox"/> Divorce Settlement Agreement                              | <input type="checkbox"/> Signed Representation/Retainer Agreement  |
| <input type="checkbox"/> Law Suit & Legal Judgment Papers                          | <input type="checkbox"/> Other _____   |
| <input type="checkbox"/> Real Estate Deed  |  |

**Worksheets Required**

- Monthly Expenses
- Means Test
- Personal Property & Value

**Documents for Self Employed**

- Monthly business expenses, with year-to-date or recent monthly Profit & Loss Statement for your business.