

## **REQUIRED DOCUMENTS**

The following documents are required in order to file for Bankruptcy. Please submit them to our office as soon as possible. If you are unable to locate certain documents listed, please notify our office immediately so that we can either make arrangements to obtain them for you or otherwise assist in procuring them, if needed.

- ❑ **DRIVER'S LICENSE (or other state issued photo identification, if not licensed to drive).**
- ❑ **SOCIAL SECURITY CARD.**
- ❑ **BANK ACCOUNT STATEMENTS FOR ALL ACCOUNTS FOR THE LAST 6 MONTHS.**
- ❑ **LATEST 401K PLAN, IRA, STOCK, AND MUTUAL FUND ACCOUNT STATEMENTS.**
- ❑ **INCOME TAX RETURNS (STATE AND FEDERAL) FOR THE TWO MOST RECENT TAX YEARS.**
- ❑ **ALL SOURCES OF INCOME: PAY STUBS / PROOF OF SOCIAL SECURITY OR DISABILITY PAYMENTS FOR THE LAST 6 MONTHS FOR BOTH CLIENT AND SPOUSE.**
- ❑ **IF SELF EMPLOYED, MONTHLY PROFIT AND LOSS STATEMENTS FOR EACH OF THE LAST 12 MONTHS.**
- ❑ **ALL OF THE LATEST CREDIT CARD STATEMENTS, MEDICAL BILLS, JUDGMENTS, GARNISHMENTS, NOTICES OF SHERIFF SALES, ETC.**
- ❑ **LATEST AUTOMOBILE, MOTORCYCLE, TRAILER, ETC. MONTHLY PAYMENT STATEMENTS.**
- ❑ **LATEST MORTGAGE AND HOME EQUITY LOAN STATEMENTS FOR ALL PROPERTIES.**
- ❑ **TITLES TO ALL AUTOS, MOTORCYCLES, RVs, CAMPERS, BOATS, ETC.**
- ❑ **ALL LIFE INSURANCE POLICIES AND LATEST CASH BALANCE STATEMENTS.**
- ❑ **CHILD SUPPORT ARREARS STATEMENTS AND NAME & ADDRESS OF RECIPIENT.**
- ❑ **JUDGMENTS OF DIVORCE IN THE LAST 7 YEARS.**
- ❑ **PRIOR BANKRUPTCY CASE NUMBER AND FILING DISTRICT.**
- ❑ **APARTMENT OR HOUSE LEASE AGREEMENTS.**
- ❑ **MOST RECENT PROPERTY TAX STATEMENT WITH STATE EQUALIZED VALUE.**

### **IMPORTANT NOTICE:**

The above documents must be provided to our office in order to prepare and file your case. We are required by federal law to provide all relevant documents to the Office of the U. S. Trustee.