



CLIENT: \_\_\_\_\_

DATE: \_\_\_\_\_

**CLIENT INFORMATION & DOCUMENTS NEEDED / CHECKLIST\***

(Documents/Etc. you must provide to us to prepare, review and, potentially, file a bankruptcy.)

Needed		Documents*
Debtor	Spouse	
		Before A Bankruptcy Is Filed – The Process (Read & Sign)
		527 Disclosure Documents (Read & Sign)
		Bankruptcy Information Sheet (Read Only)
		Setoff Reminder (Read & Sign)
		Pre-Bankruptcy Class -> Certificate
		Bankruptcy Worksheets (*Fill Out Completely and Accurately)
		List of ALL Creditors (*Fill Out - All Debts)
		Driver's License and Social Security Card(s) or W2/1099
		Last 7+ months' pay stubs (plus current partial month)*
		Last 7+ months - Other Income Proof (Unemployment, State Assist, SSI/SSD, etc.)*
		Last 3 months of Bank Statements & Most Recent Retirement Account Statement(s)*
		201__ & 201__ Tax Returns (include your W-2, 1099, etc.) or Tax Affidavit*
		Car, RV, Boat, Mfg Home Registration(s)
		Car Purchase Documents <b>if</b> the car was financed in last 90 days
		Comparative Market Analysis (CMA) <b>if</b> you have a financed home
		"DSO" Form <b>if</b> you are obligated to pay Child Support or Spousal Support
		Gambling Related: Win-Loss Statements, Proof of any "Rewards" Account Balances
		Business documents <b>if</b> you <u>now</u> operate or <u>did operate</u> a business in the last year. 6 month P&L's / Business Budget / Balance Sheet / Tax Returns (if LLC/S-Corp), etc.*
		OTHER: Divorce Documents / Refinance Documents / ARAG BK Authorization
		Retainer Funds: \$_____ (with drop off)

**\* PLEASE REMEMBER: You need to provide to us any new documents you receive after you drop off the packet all the way up to the date your case is filed**

\_\_\_\_\_ **initial**