

# Bankruptcy Documents

(Green Sheets)

**Before you can file Bankruptcy you must provide us with copies of the following documents, as applicable. We cannot prepare your papers until copies of each of these requested documents have been received in our office. These documents are required by law in order to prove the truthfulness of your bankruptcy filing in the event you are audited by the Office of the United States Trustee.**

**Do not give us original documents. Give us copies only.**

- \_\_\_\_\_ A. **Bankruptcy Questionnaire.** Must be completely filled out. If you have questions, feel free to call us.
- \_\_\_\_\_ B. **Payment.** Bring only cash, a money order, or a cashier's check. Do not bring a personal check because this will delay filing of your case up to 15 days. We are not able to accept credit cards.
- \_\_\_\_\_ 1. **Identification.** Photocopies of your: **(a) Driver's License** (or other official government-issued photo ID) & **(b) Social Security card.**
- \_\_\_\_\_ 2. **Tax Returns.** Copies of your **Federal and State** tax returns (business and personal) for most recent year.
- \_\_\_\_\_ 3. **Income.** **(a) Pay Advices.** Photocopies of pay stubs (or other proof of income ) for all income received from any employer during the last 60 days (for both husband and wife in a joint bankruptcy), **(b) Other income.** Photocopies of proof of income other than from employment.
- \_\_\_\_\_ 4. **Vehicle Information.** For each vehicle registered or titled in your name: **(a) the vehicle title certificate** (or a county property transcript) showing your legal interest in the vehicle and any lienholders, **(b) the current vehicle registration** **(c) proof of current automobile insurance.**
- \_\_\_\_\_ 5. **Real Estate (house or land).** **(a) Most Recent County Tax Statement** for all real property in which you have a legal interest, **(b) Foreclosure Notice**, if any.
- \_\_\_\_\_ 6. **Monthly Expenses.** **(a) Living expenses.** Copies of bank statements or other proof of your living expenses for last 3 months. **(b) Charity.** Proof of all charitable contributions you have made during the last 12 months.
- \_\_\_\_\_ 7. **Bank Statements.** Copies of monthly statements for each of your financial accounts for the last 3 months.
- \_\_\_\_\_ 8. **Creditors bills.** A photocopy of the most recent bill or statement from each creditor - only 1 for each debt.
- \_\_\_\_\_ 9. **Secured Debts and Leases.** Copies of signed agreements for all secured debts and leases.
- \_\_\_\_\_ 10. **Legal Documents.** **(a) Loan documents** for any loans you have, including auto loans. **(b) Prior Addresses.** Documents showing all prior addresses you have had during the last 3 years. **(c) Transfer** or Loss or Property. A photocopy of documents showing all property transfers or losses for one year. **(d) Educational IRA.** **(e) Trusts.**
- \_\_\_\_\_ 11. **Court Papers.** Copies of the "Summons" or other papers in all legal proceedings in which you were a party during the last 2 years. This includes Divorce Decrees, Paternity orders and Garnishment papers.
- \_\_\_\_\_ 12. **Business Information.** If you are self-employed, or have income for which you do not receive a W-2, please complete a Business Questionnaire - Ch 7 - yellow; Ch 13 - gold.

**After you have gathered each set of documents, make photocopies and attach the copies behind the appropriate green sheet.**

Give us COPIES only  
Clips only - NO STAPLES

**1**

**Identification**

Attach each of the following behind this page:

- (a) Photocopy of Driver's License (or other government-issued photo ID)
- (b) Photocopy of Social Security card.

You must also bring the originals to the meeting with the Trustee.

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**2**

**Tax Returns**

Attach each of the following behind this page in the order given:

**Most recently filed taxes:**

- (i) Complete Federal Return
- (ii) Complete State Return

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3

### **Income**

Attach each of the following behind this page:

**(a) Pay Advices.** Photocopies of pay stubs (or other proof of income ) for **all** income received from any employer during the last 6 months (for both husband and wife in a joint bankruptcy).

Black out, white out or cover over all but the last four digits of all Social Security Numbers shown on the copies of your pay stubs.

Be sure you have included **ALL** your pay stubs. If you miss **EVEN ONE**, the Court will dismiss your case.

If your work is seasonal, include pay stubs for 12 months.

**(b) Other income.** Photocopies of proof of income other than from employment. E.g.: pensions, alimony, child support, rental property, dividends, and all government assistance (social security, food stamps, subsidized rent, etc).

If you are self-employed, fill out and return the appropriate Business Questionnaire - Chapter 7 is yellow; Chapter 13 is gold.

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4

### **Vehicle Information**

Paperclip photocopies each of the following behind this page:

For each vehicle (car, trailer, RV, ATV, snowmobile, etc.) registered or titled in your name:

**(a) the vehicle title certificate** (or a county property transcript) showing your legal interest in the vehicle and any lienholders,

**(b) the current vehicle registration**

**(c) proof of current automobile insurance.**

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**5**

**Real Estate**

Attach each of the following behind this page:

For each house or piece of land titled in your name:

**(a) County Tax Statement (most recent)**

**(b) Foreclosure Notice, if any**

**(c) Appraisal (if you have one)**

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6

### **Monthly Expenses**

Attach each of the following behind this page:

**(a) Living Expenses.** Copies of proof of living expenses ( e.g., computer printout, bank statements, etc.) for last **3 months**.

**(b) Charity.** Proof of all charitable contributions you have made during the last **12 months** (receipts, printout from Ward Clerk, etc.).

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7

### **Bank Statements**

Attach each of the following behind this page:

Copies of all statements for each of your financial accounts --

(a) checking accounts,

(b) savings accounts,

(c) IRA accounts,

(d) stock, bonds etc. -- received during the last **3 months**.

**NOTE:** At the meeting with the Trustee you will also be required to provide the Trustee with a statement for each financial account for the month in which you filed.

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**8**

## **Creditor Statements**

Attach each of the following behind this page:

**(a)** A photocopy of the most recent bill or statement from each creditor - we need only 1 for each debt.

**(b)** A photocopy of **any letter** you have received from any creditor during the last **6 months**.

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9

### **Secured Debts and Lease Agreements**

Attach each of the following behind this page:

Copies of **signed agreements** for all secured debts and all lease agreements:

- (a) Loan documents for automobile, house, trailer, boat, etc
- (b) Time payment agreements for furniture, etc
- (c) Lease documents for apartment rent, rent to own furniture, storage unit, etc

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10

## Legal Documents

Attach copies of each of the following behind this page:

**(a) Foreclosures.** Documents showing any foreclosures.

**(b) Divorce Decree.** Your decree of divorce.

**(c) Prior Bankruptcy.** Documents showing all prior bankruptcies you have filed during the last 8 years.

**(d) Prior Addresses.** Documents showing all prior addresses you have had during the last 3 years.

**(e) Transfer or Loss of Property.** A photocopy of any documents showing all property you transferred or loss during the last year.

**(f) Educational IRA.** If you have an educational IRA, a photocopy of a document showing this account.

**(g) Trusts.** If you have an ownership, management, or beneficial interest in any trust, or similar entity, please provide:

A. a Profit and Loss Statement

B. photocopies of the entity's tax returns for the last 4 years

C. photocopies of the entity's organizational documents.

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11

**Court Papers**

Attach each of the following behind this page:

- (a) Copies of all **papers served** on you during the last year.
- (b) For each set of **garnishment papers**, also tell us:

**Name of Payroll Dept Head:**

\_\_\_\_\_

**Their Phone:** \_\_\_\_\_

**Their Fax:** \_\_\_\_\_

**Their Mailing Address:**

\_\_\_\_\_

