

# REQUIRED DOCUMENTS

Items with an \* will be prepared for you

- \_\_\_\_\_ Proof of income for seven months prior to filing and from all sources up until your case is actually filed
    - Income includes pension or retirement checks from prior employers
    - Pay stubs from non-filing spouses or domestic partners
    - Social Security, unemployment, and child support (this income can be proven with bank statements, statements from the government and/or Work Force Services.)
  - \_\_\_\_\_ 2008 and 2009 Tax Returns (include W2's)
  - \_\_\_\_\_ Picture ID and Social Security Card
  - \_\_\_\_\_ \*Signed petition-Forms: 2016(b), 527(a), 527(b)
  - \_\_\_\_\_ \*Co-Signer box on form 2016(b) if you're filing chapter 7
  - \_\_\_\_\_ Credit Counseling Completion Certificate (provider list available on our website)
  - \_\_\_\_\_ Completed Bankruptcy Packet (available for download on our website)
  - \_\_\_\_\_ Proof of charitable contributions for 60 days prior to filing \* if any are being made
  - \_\_\_\_\_ Most recent property tax assessment on all real property
  - \_\_\_\_\_ Proof of insurance on **all** vehicles
  - \_\_\_\_\_ \*Signed Tax Declaration
  - \_\_\_\_\_ \*Signed Pay Advice Certification
  - \_\_\_\_\_ Copies of most recent bills and debt statements, copies of any judgments, summons and complaints INCLUDING any GARNISHMENT PAPERWORK
  - \_\_\_\_\_ Copy of Foreclosure information (if applicable)
  - \_\_\_\_\_ Copy of a credit report (Advised but not necessary)
  - \_\_\_\_\_ Filing Fee and Required Retainer (contact our office for fee quotes and terms)
- If you have a business please include:**
- \_\_\_\_\_ Profit & Loss forms for the last 6 full months
  - \_\_\_\_\_ \*Business Questionnaire
  - \_\_\_\_\_ Business Taxes