

## CHECKLIST FOR MANDATORY DOCUMENTS

Debtor: \_\_\_\_\_

### **A. INCOME/DEDUCTIONS:**

1. \_\_\_\_\_ Paycheck stubs last 6 months and any year to date. The stubs should have the following information. If they do not then we will need documents showing each of the following.
  - \*Retirement or pension plan contributions in the 6 months prior to the month your case is being filed.
  - \*All retirement loan balances and date(s) loan(s) will be paid off.
  - \*Insurance that is being deducted from your paycheck.
  - \*Any mandatory or voluntary deduction from your pay.
  - \*Any wage garnishment order.
  - \*Commissions or bonuses received in 6 months prior to the month your case is being filed.
2. \_\_\_\_\_ Unemployment, child or spousal benefits received in the 6 months prior to the month your case is being filed.
3. \_\_\_\_\_ Soc. Sec. or SS Disability payments received by anyone in household in the 6 months prior to the month your case is being filed.
4. \_\_\_\_\_ Pension or retirement benefits received in the 6 months prior to the month your case is being filed.
5. \_\_\_\_\_ Bank interest or stock dividend income received in the 6 months prior to the month your case is being filed.
6. \_\_\_\_\_ Lease or rental income received.
7. \_\_\_\_\_ If you have your own business, a year-to-date P&L Statement and monthly P&L Statements for the six months prior to the month your case is being filed.

### **B. FINANCIAL:**

1. \_\_\_\_\_ Federal tax returns for the last four years. We do not need State Returns.
2. \_\_\_\_\_ 12 months monthly statements from all financial accounts.
3. \_\_\_\_\_ 4 months of bank statements for all accounts.
5. \_\_\_\_\_ Current mortgage statement(s).
6. \_\_\_\_\_ Current statements for any IRA, 401K or medical savings plan.
7. \_\_\_\_\_ Education IRA, Education Savings Account or tuition program
8. \_\_\_\_\_ Any bankruptcy you filed in the last eight years.

### **C. MISC. LEGAL DOCUMENTS:**

1. \_\_\_\_\_ Power of Attorney for \_\_\_\_\_

### **D. VEHICLES: (Cars, boats, quads, motorcycles, motor homes etc.)**

1. \_\_\_\_\_ Contracts and/or leases for any vehicles financed and/or leased.
2. \_\_\_\_\_ Registrations for each vehicle.
3. \_\_\_\_\_ Vehicle insurance (Declarations Page).
4. \_\_\_\_\_ Current vehicle billing statement.

**E. REAL PROPERTY: (Homes, Mobile Homes, Time Shares, Vacant Land, Burial)**

1. \_\_\_\_\_ Deed(s) of property owned or transfer papers from last 10 years for any property owned in the US or anywhere in the world.
2. \_\_\_\_\_ The last property tax bill for current ownership.
3. \_\_\_\_\_ Homeowners or renter's insurance declaration page.
4. \_\_\_\_\_ Information regarding refinancing within the last four years including any loan modification documents executed in the past four years.
5. \_\_\_\_\_ All documents pertaining to any foreclosures, repossessions, garnishments, attachments, court and all legal documents.

**F. PERSONAL PROPERTY:**

1. \_\_\_\_\_ Documents concerning any personal property that has cash value.
2. \_\_\_\_\_ Any document evidencing a Secured Transaction for the six years.  
(Secured Transaction is any loan secured by property of any kind.)

**G MARITAL AND/OR PARTNERSHIP DISSOLUTION**

1. \_\_\_\_\_ Orders of Support or letter from family law attorney as to potential.
2. \_\_\_\_\_ Dissolution Agreements, Stipulations, Settlement Agreements, and/or Final Divorce Decree.
3. \_\_\_\_\_ 6 (Six) months evidence of payment of support obligations.
4. \_\_\_\_\_ Support you owe that is secured by a lien on your home or other security.

**H MISCELLANEOUS:**

1. \_\_\_\_\_ Face page from any ongoing lawsuit in the last two years.
2. \_\_\_\_\_ Felony conviction information.
3. \_\_\_\_\_ Distribution from an estate or trust.
4. \_\_\_\_\_ Papers regarding any potential inheritance.

**I IDENTIFICATION:**

1. \_\_\_\_\_ Driver's license or state issued identification.
2. \_\_\_\_\_ A copy of your social security card.