

DOCUMENTS REQUIRED FOR FILING

******Please note that all documents including originals provided to this office will or may be destroyed upon entry of your discharge, it is imperative that you NOT provide this office with any original documents.**

1. Completed Bankruptcy Questionnaire. (Please fill in all blanks and, if you believe a paragraph does not apply to you, please write none or n/a so that we know that you have read the applicable paragraph)
2. 6 months of statements for all bank accounts.
3. Complete tax returns for the last two years (Please include all schedules and any applicable K-1's and W-2s)
4. Representative photographs of each room in your house or apartment, including the contents.
5. Paystubs for the last 6 months going forward until your case is filed with the Court. If you receive income from any other source, please bring any evidence which exists of that income whether such income is taxable or not. If you do not receive paystubs, please ask your employer for something in writing reflecting your pay for the 6 months prior to bankruptcy. Lenders for mortgages and car loans routinely ask for such information from employers so there is no reason your employer needs to know you are filing for bankruptcy in order to obtain this information.
6. A current government issued I.D. (You will need to bring one of these to your 341 meeting in order to get into the building and to show your trustee.)
7. Proof of your social security number. (Your card is ideal. You will need to have an original document such as your social security card which includes the entire social security number to show to your trustee.)
8. If you own any land (real property), including but not limited to your home, please bring a copy of your property tax statement and any appraisals you already have for the property. If there is lien on the property, i.e. you owe a mortgage or some other amount against the property such as a home equity loan, please bring your most recent annual escrow statement, proof that any buildings are insured, a statement from your mortgage company or other entity showing the current balance on the mortgage or loan, a copy of the mortgage and a copy of the deed. If you purchased any of the land in the last two years, please also provide a copy of the closing statement from the purchase.
9. If you own any vehicles (cars, trucks, boats, motorcycles, trailers, campers, etc.), a copy of the title or registration. If you owe a loan against the vehicle, please bring a copy of the loan or lease papers, and a statement or other confirmation of the current balance on the loan and proof that the vehicle is insured.

10. If you have a 401K or other retirement plan, a copy of the plan summary and current statements showing the balance of your account(s) and how any benefit is determined. (This is a document which you should have received from your employer and which explains how your retirement benefits work, such as when and how you can get your benefits, what you are required to pay and whether your contributions, if any, are required by your employer.
11. If you have been divorced within the last two years, a copy of your final judgement, including any agreements which are necessary to interpret the final judgement such as those incorporated in the final judgment.
12. If there is some order or judgement, that requires you to pay child support or some other obligation to or on behalf of a child, former spouse or domestic partner, please bring a copy of the judgement or order.
13. A copy of all credit card statements or other communications from anyone who says you owe them money for the last six months. It is important that you bring these statements as the law requires us to notify creditors who have designated an address in correspondence, at that address. If you receive any new notices after you bring back the questionnaire send them to our office.
14. If you receive social security or the social security administration claims that you owe them money, a copy of your notice of benefits or other notices regarding monies owed by or to the social security administration.
15. If the Internal Revenue Service or other taxing entity claims that you owe them money, please provide a copy of any correspondence or other documentation from the Internal Revenue Service regarding the monies owed.
16. If you have had any lawsuits filed against you, please bring a copy of the court papers you have regarding the lawsuit.
17. If you have filed a lawsuit against anyone or have grounds to file a lawsuit please provide a copy of any relevant pleadings and correspondence as well as the name and telephone number of any attorney(s) representing you in such actions.
18. You must complete your credit counseling prior to your final signing appointment. You must use a Court approved service, this office uses www.HBCCE.Org Upon completion of your online portion you must call them to complete the counseling session. Their telephone number is 1-800-645-4959.

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