

Debtors' Document Production Checklist and Agreement

Client(s): _____ Date: _____

I/We understand and agree to provide only **PHOTOCOPIES or SCANS** of the documents needed to analyze my/our case and prepare my/our case for filing bankruptcy, if applicable.

I/We understand that the photocopies of the documents provided to Attorney will **NOT** be returned to me/us and that these documents will be destroyed after Attorney uses them. Please do not give original documents to Attorney. If originals are provided to Attorney, it will be assumed that client kept copies.

Please assemble each category of documents separately and label the stack with a note (*i.e.*; *Income, Deductions, Finances, etc.*). *Please do not staple them.*

I/We agree that Attorney is not required to file my/our Bankruptcy Petition until such time as I/We have produced ALL of the above documents that are applicable to my/our case – even if

I/We may have a pending garnishment, home foreclosure, repossession, levy, etc.
I/We understand that I/we must give Attorney sufficient time to analyze the documents in order to prepare a bankruptcy filing, if applicable.

I/We understand, agree and have been advised that any and all information and documentation provided by me/us to Attorney may be discoverable and examinable by the Trustee in my case, the United States Trustee, the Bankruptcy Court, and possibly creditors pursuant to 11 U.S.C. §342(b)(2)(B).

I/We understand, agree and have been advised that we must provide complete, accurate, and truthful information and documentation.

I/We agree that:

- I/We will produce all of the documents requested.
- I/We will provide all important or material information to Attorney **in writing**.
-

Name: _____ Date: _____

Name: _____ Date: _____

Documents Regarding Income

- PAYSTUBS for both spouses for the last 6 months, including the most recent paystubs.
- Documents showing COMMISSIONS OR BONUSES received during the last 6 months.
- Documents regarding any UNEMPLOYMENT BENEFITS received during the last 6 months.
- Documents regarding any CHILD SUPPORT OR SPOUSAL SUPPORT RECEIVED during the last 6 months.
- Documents regarding any SOCIAL SECURITY PAYMENTS received by any member of your household during the last 6 months.
- Documents regarding any DISABILITY INCOME OR BENEFITS received during the last 6 months.
- Documents regarding any BANK INTEREST INCOME OR (STOCK) DIVIDEND INCOME received during the last 6 months.
- Documents regarding any RETIREMENT BENEFITS received during the last 6 months.
- Documents regarding any RENTAL INCOME you have received during the last 6 months.
- Information about any MAJOR GIFTS given to you during the last 2 years.
- Information about any MAJOR GAMBLING WINNINGS during the last 2 years.
- Information about MONEY CONTRIBUTED TO YOUR LIVING EXPENSES during the last 6 months by other members of your household, including your spouse if he/she is not filing with you.

Please continue to collect and provide paystubs and other income information through the date of the 341 meeting with the case trustee.

Documents Regarding Deductions From Your Income

- Documents regarding any RETIREMENT PLAN CONTRIBUTIONS you have made during the last 6 months.
- Documents regarding any RETIREMENT LOANS currently owed.
- From your payroll department at work, get copies of any WAGE GARNISHMENTS orders or voluntary automatic deductions from your paycheck.
- Any court orders setting CHILD SUPPORT OR SPOUSAL SUPPORT amounts that you should be paying.
- Is any support you owe secured by a LIEN ON YOUR home or other security interest?
- If you own a business, a complete listing of all your MONTHLY BUSINESS EXPENSES, including a year-to-date or recent monthly Profit & Loss statement for your business.
- Documents showing any CRIMINAL RESTITUTION PAYMENTS you are required to make.

Documents Regarding Your Finances

MONTHLY STATEMENTS for **all** of your bank, credit union, & other similar accounts for the last 6 months.

Please continue to collect and provide statements through case filing and the 341 meeting.

A recent CREDIT REPORT. You can obtain one for free at www.annualcreditreport.com

Case number & state where filed for any bankruptcy case involving you in the last 8 years.

Tax returns, or transcripts (**both State and Federal**) for the last 2 years, **plus W-2's, 1099's**, etc.

Tax returns are preferred, but transcripts are available: irs.gov/Individuals/Get-Transcript

Documents regarding any real estate you now own, or owned within the last 10 years, including:

- a. Information about refinancing within the last 5 years and current mortgage billing statements.
- b. Transfers of ownership within the last 5 years and deeds for all property owned.

Documents regarding all other personal property and real estate you own (i.e.; vehicle registration papers, stock value statements, cash value life insurance policy documents, time-share unit documents, etc.)

Have you been convicted of a felony? If so locate any documents stating the type of conviction.

Documents regarding and money or property you have or may receive from a trust or estate.

Documents for Education IRAs, 529 plans.

Student Loan documents.

Bills and statements, for normal living expenses during the last 3 months: utility bills, personal loans, car loans, furniture loans, jewelry loans, etc.

Contracts (with all the attachments) for all car loans purchased within the last 4 years and for furniture and jewelry loans for items purchased within the last 2 years.

Proof of insurance for any vehicle for which you still owe money.

Other Important Documents

Foreclosure documents on house(s) or land.

Eviction papers for apartment or house.

Eviction papers for business location or lease.

Wage garnishment papers.

Car or truck repossession papers.

IRS levy papers.

Miscellaneous Documents

- Copies of your Social Security Cards. If you don't have a card, copy of W-2 or 1099 form.
- Copies of your Drivers' Licenses or other photo ID such as military IDs or passports.
- Copies of titles to cars, trucks, motorcycles, R.V.'s, boats, trailers, etc.
- Statements showing balances on mortgages/payoff statements.
- Copies of divorce decrees or support orders entered within the last 8 years.
- Pre-marital, pre-nuptial, or post-nuptial agreements.
- Copies of any Trusts created by you or for you.
- Lawsuits and judgments filed by creditors against you.
- Lawsuits and judgments filed by you against other people or companies.
- Payoff statements for mortgage loans and auto loans.
- Leases (homes, apartments, mobile home lots, vehicles, storage units, etc.)

Documents for Self-Employed Individuals

- Corporation, Partnership, L.L.C., or other papers for your business.
- Inventory lists for your business.
- Business tax returns for 3 years.
- Monthly profit and loss statements for EACH of the 6 months leading up to filing.
- Balance sheets.
- Financial statements.
- Appraisals for the business or business assets.
- UCC-1 and other security and financing statements.
- Franchise agreements.
- SBA or bank loan agreements.
- Accounts receivable lists.
- Business purchase agreements from prior owner.
- Equipment and vehicle lease agreements.
- Business location or store lease agreements.