

Bankruptcy Document Checklist

Use this checklist to ensure you have all the required documents for your bankruptcy filing. Check off each item as you gather them. If you have any questions, contact our office.

1) Tax Returns (Past 4 Years)

- Copies of federal and state tax returns for the past 4 years, including all schedules.
- Business tax returns (if applicable, for corporations, LLCs, partnerships, etc.).
- W-2s or tax transcripts (if needed).

2) Proof of Income (Past 7 Months)

- Pay stubs or employer letter detailing income for the past 7 months.
- Profit & loss statement (if self-employed), including income, expenses, and net earnings.
- Rental income documentation (if applicable).
- Statements for Social Security, disability, unemployment, child support, alimony, pensions, etc.

3) Bank Statements (Past 7 Months)

- Statements from all bank accounts (open or closed).

4) Childcare & School Expenses (Past 7 Months)

- Childcare expenses (daycare, after-school care, etc.).
- School-related expenses (tuition, uniforms, supplies, band instruments, etc.).

5) Creditor Statements (Past 60 Days)

- Copies of all creditor bills/statements received in the past 2 months.
- Free credit report from AnnualCreditReport.com (optional).

6) Major Purchases

- Car loan details or title (if no loan).
- House mortgage note (with interest rate details).
- Purchase agreements for furniture, appliances, jewelry, computers, etc.

7) Proof of Insurance

- Homeowners insurance declaration page.
- Auto insurance declaration page.

8) Retirement Accounts

- Proof that your 401(k) or retirement plan is ERISA-qualified.
- Most recent 401(k) or retirement account statement.

9) Life Insurance Policies

Proof of policy beneficiaries.

Current cash surrender value statement.

10) Identification Documents

Original driver's license.

Original Social Security card.

Make sure all documents are submitted to our office as soon as possible. If you need assistance, please contact us.

Thank you!