

BANKRUPTCY CHECKLIST

The following items are required in order to prepare your bankruptcy petition

- _____ 1. We need copies of your Drivers License and Social Security Cards for each Debtor.
- _____ 2. We need each and every pay stub for the past **6 months and continuing until petition is filed**. Each pay stub must reflect the pay date, gross pay, deductions and net pay.
- _____ 3. Social Security benefit statement.
- _____ 4. Retirement benefit statement.
- _____ 5. Unemployment benefit statement.
- _____ 6. Worker's Compensation benefit statement.
- _____ 7. Child Support print out, whether you are receiving or paying it.
- _____ 8. Copies of titles for all titled assets (vehicles, motorcycles, trailers, mobile homes, atv's etc), whether they run or not.
- _____ 9. Copies of entire tax returns (Federal & State) for 2015 & 2016 along with all W-2's.
- _____ 10. Copies of all lawsuits, judgments or liens.
- _____ 11. Bank statement for each Checking and/or Savings account last **3 months**.
- _____ 12. Copies of the Declaration page only for all insurance policies (auto, home and life). For any life insurance policy, you may have, we will need the documentation shown the face value of your policy.
- _____ 13. Copies of the most recent statement of any retirement account (401K, PERA, ERA, etc) showing the current balance.
- _____ 14. Certificate of pre-bankruptcy counseling.
- _____ 15. Copies of divorce decrees (if in the last 8 years) and/or domestic (child support) court orders if support is still being paid or received.
- _____ 16. List of debts that you owe. Please remember that not every creditor will report you to the credit bureau, so if it does not come up on your credit report and you don't tell us about it, we won't know and it will not listed on your petition.

Initials: _____

Initials: _____

GLO staff: _____

Date: _____

If You Own or Operate a Business:

- _____ 16. Please provide information of your **gross income** for business for the past 6 months.
- _____ 17. Please provide an itemized list of monthly **expenses** for business for the past 6 months.
- _____ 18. Please provide the Employer Identification Number.
- _____ 19. Please provide the dates of when the business began and (when it closed, if applicable).

Initials: _____

Initials: _____

GLO staff: _____

Date: _____