

**Law Office of  
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**CHECK LIST FOR ITEMS REQUIRED TO PREPARE BANKRUPTCY PETITION**

**Please read the list of items below and provide said items to our office as soon as possible!**

1. All of your Bills/Invoices or a list of all creditors with **addresses and account numbers**.
2. All Payroll check stubs for the last **SIX MONTHS** or a printout from HR showing last six months. This would be from \_\_\_\_\_ to \_\_\_\_\_ .
3. **Self Employed persons** must provide a **YEAR TO DATE financial statement** showing all income and expenses. You must also provide your business account statements for the last two months. Further if your are self employed please provide us with your Business Federal Tax ID number, the name of your accountant, the type of business you operate, the date you started your business, the names of any other owners, and list of business assets.
4. Tax Returns for the last **two years (Chapter 7 clients)** last **four years (Chapter 13 clients)**. *If you have not filed all of your tax returns and you are required to do so by law you cannot file until all of your returns are filed with the Internal Revenue Service.* If you do not have your tax returns you can obtain a copy directly from the IRS by calling 1-800-829-1040 and requesting that a **tax return transcript** be sent to you directly.
5. If you are married income information for your spouse is needed as well as described above even if only one of you are filing bankruptcy.
6. Prior to Filing your case you must complete your Pre-Filing Credit Counseling. See pamphlet from our office on instructions on how to complete this counseling.
7. Prior to Receiving a Discharge of Debts you also must complete your Debtor Education Training.
8. You must pay your filing fees and attorney fees prior to your case being filed. This initial retainer on your case would be\_\_\_\_\_.
9. Cash advances totaling \$750.00 or more in the last 70 days presents a problem; please let us know about this if it pertains to your case.
10. Credit card purchases of items other than food and gas totaling \$500.00 or more in the last 90 days present a problem, please let us know about this if it pertains to your case.

**PLEASE NOTE: OUR OFFICE CANNOT FILE YOUR CASE UNTIL ALL FEES ARE PAID IN FULL. (Payments should be made in the form of Cash, Certified funds, or Money Order.)**