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DOCUMENTS NEEDED FOR BANKRUPTCY CASE

Name(s): _____

Date: _____

Thank you for choosing us to help you resolve your financial difficulties. To properly prepare your case, we require the following documents. **PLEASE NOTE** that, in most cases, **we cannot file** your bankruptcy case with the court until we receive these documents. **PLEASE NOTE** that if you are missing a few of these documents, and need to file a case immediately, in most instances we can accommodate you. However, we are required to submit these documents to the Trustee and the Court as part of your case and cannot complete your case without them.

If you can not make copies, please bring the originals and we will make copies at our office.

Please check the box that applies to you and return these pages to us with the documents. You may return the documents personally, by fax (806) 368-9785, email (meredith@tarboxlaw.com), or mail (the address is above).

If you have any questions about this form, please contact Meredith Kunkle at (806) 686-4448.

NAME OF DOCUMENT		Documents Attached	Not Applicable
1	Proof of your Income: For the last six months for all members of the household that pay for expenses, including your spouse and other family members. (This may consist of pay stubs, social security statements, rental receipts, bonuses, etc.). This includes your husband or wife, even if they are not filing bankruptcy.		
2	Bankruptcy Class: Please provide us with the Certificate of the Credit Counseling you received after you completed your first bankruptcy class.		
3	Tax Returns: The last two tax returns you filed. If you haven't filed tax returns, please let us know immediately .		

4	Proof of Debt: A copy of the most recent bill or statement for any debt you owe, including credit cards, personal loans, student loans, medical bills, personal guaranties of business debt, deficiency judgments, or tax debts, or letters from lawyers and collection agencies.		
5	Lawsuits and Judgments: A copy of the front page of any lawsuit you have brought against someone or someone has brought against you and any judgment obtained against you, or you obtained against someone else. Divorces and Separation Agreements must also be provided.		
6	Credit Report.: (You can get a free report from www.annualcreditreport.com .) We can obtain a credit report for you at a cost of \$23 each.		
7	Identification: A copy of your drivers license and social security card.		
8	Bank Statements: Please provide us with the last 6 months of bank statements for every bank account that has you listed as an account holder.		
9	For Home Owners: A real estate broker's opinion letter or appraisal. Also may use tax value.		
10	For Home Owners: Proof of insurance on your home. If the insurance is included in your monthly mortgage payment, please provide us with a proof of that fact.		
11	For Home Owners: Proof of real estate tax payment. If the taxes are included in your monthly mortgage payment, please provide us with a proof of that fact.		
12	For Home Owners: A mortgage statement or pay-off statement showing the full balance you owe on every mortgage or home equity loan. Since we must know the amount you owe for unpaid mortgage payments and charges, please order a PAY-OFF statement from you bank.		

13	For Home Owners: If you have refinanced your home within the last six (6) years, please provide us with a description of the refinancing, or any document — such as a HUD-1 — that describes what was done with the funds from the refinancing.		
14	For Home Owners with Rental Property: A list of all rent received and all expenses paid for the real estate in the last 6 months. Include all receipts provided or cancelled checks from tenants.		
15	For Home Owners -with Rental Property: If you own rental property, please provide us with a copy of each lease . If you do not have written leases, please provide us with receipts of rent received and a letter from the tenant.		
16	Former Real Estate Owners: A copy of any deed for any type of real estate, condominium, co-op, vacant land, or time share located in the United States or outside of the United States within the last six (6) years.		
17	For Car Owners: A copy of the title to any car you own (including cars driven by someone else).		
18	For Car Owners: A copy of the last car loan statement for any car you own. If the statement does not show the balance you owe on the loan, please order a payoff statement. Please also provide note showing your rate of interest.		
19	For Car Owners: For cases other than Ch. 7, proof that your car is insured		
20	Business Owners or Former Business Owners: A copy of the books and records of any business you presently own, including the last two tax returns and the last 6 months of bank statements. If you used to own a business, or part of a business, and no longer do, please describe on a separate sheet.		

21	Utility Bills: Please provide us with your last bill for cable, cell phone, internet, gas, electric, water, and oil or heating bills. If you pay your own real estate and school taxes, please provide us with your last bill.		
22	Proof of Personal Property: If you have a certificate of deposit, stocks, bonds, life insurance, mutual funds, annuities, 401 (k), IRA, or any property or any kind worth more than a \$750, please provide us with a copy of proof of that property or a description.		
23	Pension or 401k Loans: Please provide us with any document that shows the amount of the loan(s), the date it was taken, the monthly payment, when the payments will be completed, and whether repayment is mandatory.		
24	Student Loans: Please provide documentation of any student loans.		
25	Child Support or Alimony: Any formal or informal agreement or order that requires such payment.		
26	Co-borrowers: Any document that discloses a debt you signed with someone else or a guarantee of any of your debt or someone else's debt, including your personal guaranty of a business debt.		
27	Money Owed to You: Please provide us with any documents demonstrating, or a description of, any money or property owed to you or possibly owed to you from someone else. If you think you have the right to sue someone for money, an injury you suffered, medical or legal malpractice, an insurance claim, or for any other reason, please provide us with a description. If no money or property is owed to you, or you don't have the right to sue anyone, please check "Not applicable."		

28	Credit Card Purchases: Have you bought anything with a credit card within the last 90 days worth more than \$600? If so, please provide a copy of the credit card statement with that charge or a description of the purchase.		
29	Cash Advances: Have you withdrawn more than \$500 in cash from any of your credit cards within the last 12 months? If so, please provide a copy of the credit card statement with that charge or a description of the purchase.		
30	Gambling: Do any of your debts arise from gambling? If so, please provide a copy of the credit card statement with that charge or a description of the purchase.		
31	Loans to Family and Friends: Have you repaid any family loans within the last 12 months? If so, please provide a description of the repayment on the attached page.		
32	Gifts or Sales: Have you sold or given any property or cash to anyone within the last 6 years worth more than \$1,000? If so, please describe on the attached page.		
33	Large Cash Receipts: Have you received a check for more than \$4,000 within the last 3 years for something other than your wages, such as a tax refund, lottery win, lawsuit recovery, or sale of a business or property? Please describe on the attached page.		
34	Prior Bankruptcy Case: If you have filed a bankruptcy case before, please provide us with year and case number of that case on the attached page.		
35	Expected Inheritance: If you expect to inherit any money or property within 6 months of bankruptcy filing, please describe on attached page.		