

THE FOLLOWING IS INFORMATION THAT YOU ARE REQUIRED TO PRODUCE UNDER BANKRUPTCY LAW TO COMPLETE A BANKRUPTCY PETITION.

- ____ 1. List all your debts on the enclosed debt listing sheets.
 - A. Provide the complete name and address of each creditor and the complete name and address of each collection agency or lawyer that represents each creditor.
 - B. State what the debt was for.
 - C. Provide the most recent dollar amount owed.
 - D. Provide the date the debt was incurred.
 - E. You must list debts that will not be discharged.
 - F. You must list debts that you intend to pay.
 - G. You must list debts that you cosigned for someone else or that someone else cosigned to you.
 - H. You must list debts to family members.
 - I. If you are still receiving bills from a creditor, use the address that you received from the creditors in the last 90 days.
 - J. You should retain all mailings that you receive from all creditors from now on. We may need the mailings for future reference.
 - K. List account numbers, if any.

- ____ 2. Make a list of all household goods and furnishings with garage sale values for each item.

- ____ 3. Provide the titles to all of your vehicles, including motorcycles, boats, trailers, snowmobiles, campers.

- ____ 4. Completed fact sheet on all vehicles.

- ____ 5. Any loan papers that you have for all secured loans on cars, boats, campers, furniture, ATV's, etc.

- ____ 6. Federal and State Tax Returns for the past four years.

- ____ 7. Current retirement plan and/or life insurance policy statements.

- ____ 8. Statements of any interest you have in educational IRA's or state qualified tuition programs.

- ____ 9. Copies of all pay stubs or other evidence of wages received within the last six months for each pay period for you and your spouse including unemployment compensation, pension benefits, social security, child support, etc.

- ___10. Complete the attached monthly current expense schedule.
- ___11. Complete the attached current income questionnaire.
- ___12. Any legal papers (lawsuits, judgments, garnishments, foreclosures).
- ___13. Recorded mortgages, land contracts, deeds, property tax bills and appraisals concerning any real estate that you own. *If outside of Brown County, you can get recorded documents at the Register of Deeds office in the county you reside in. For mortgages, we only need the first 3 pages and all signature pages.*
- ___14. Divorce judgment (if divorced within the last eight years).
- ___15. Marital Property Agreement.
- ___16. Financial statements for your business for the last four years including tax returns.
- ___17. List of all draws from business for the last six months.
- ___18. Records of any property transfer for the past two years. (i.e. Sale of real estate, closure of retirement accounts, sale of vehicles or recreational items)
- ___19. Records of secured transactions for the past 2 ½ years (910 days).
- ___20. Prior addresses for the past 5 years with occupancy dates.
- ___21. Statements for all bank accounts for the last six months.
- ___22. Recent HSA account statement.
- ___23. Driver's license/photo identification and social security card.
- ___24. A certificate from an approved non profit budget and credit counseling agency and a copy of a debt repayment plan if any. **(You do this at our office, we will get the certificate for you)**
- ___25. Legal fees. \$ _____, plus filing fee of \$299.00, chapter 7.
 \$ _____, plus filing fee of \$274.00, chapter 13.
 \$ _____, for mandatory credit counseling and debtor education.
 \$ _____, for credit reports.

Additional items: _____

