

CHECK LIST OF REQUIRED DOCUMENTS

TWO (2) COPIES OF THE FOLLOWING DOCUMENTS ARE NEEDED

INCOME

- INCOME TAX RETURNS FOR PAST THREE (3) YEARS
- W-2 AND 1099 FOR LAST FOUR (4) YEARS
- PAYSTUBS FOR PAST SIX (6) MONTHS
- PROOF OTHER INCOME FOR PAST SIX (6) MONTHS (PENSIONS, SUPPORT, STOCKS, INHERITANCE, ECT).

HOME AND REAL ESTATE

- DEED TO YOUR HOME
- MOST RECENT BILL FOR OUTSTANDING MORTGAGE AND EQUITY LOANS
- PROPERTY TAX BILL
- ALL DOCUMENTS RELATED TO SALE OR REFINANCE OF REAL PROPERTY WITHIN LAST TWO (2) YEARS

VEHICLES

- REGISTRATION AND TITLE
- CURRENTLY MONTHLY BILL OF FINANCED OR LEASED VEHICLE
- SALES OR LEASE CONTRACT

INSURANCE

- DECLARATIONS PAGE ONLY (VEHICLE, HOME/RENTERS, LIFE, OTHER)

CREDITOR CORRESPONDENCE

- ALL CORRESPONDENCE YOU HAVE RECEIVED WITHIN THE LAST NINETY (90) DAYS FROM ANY CREDITORS (BILLS, STATEMENTS, COLLECTIONS, JUDGMENTS) –I NEED ORIGINALS

BANK STATEMENTS

- FOR PAST SIX (6) MONTHS (CHECKING AND SAVINGS)

RETIREMENT ACCOUNTS

- IRA AND OR 401(K)

OTHER FINANCIAL ACCOUNTS

- STOCK ACCOUNT, MUTUAL FUND

IDENTIFICATION

- DRIVER'S LICENSE, PASSPORT, OR STATE ID,
- SOCIAL SECURITY CARD
- RESIDENCY CARD IF APPLICABLE

SUPPORT AND DOMESTIC MATTERS

- CHILD SUPPORT**
- MARITAL SUPPORT**
- DIVORCE JUDGMENTS**
- NAMES AND ADDRESSES OF ANYONE OWED A DOMESTIC SUPPORT OBLIGATION AND THE DOLLAR AMOUNT OF THAT OBLIGATION**

BUSINESS OWNERS

- NAMES OF EACH BUSINESS OWNED WITHIN PAST SIX (6) YEARS**
- ALL LOAN DOCUMENTS**
- INCORPORATION DOCUMENTS**
- PARTNERSHIP AGREEMENTS**
- PROPERTY OWNED BY BUSINESS**
- LEASES TITLED IN THE BUSINESS NAME**
- COPIES OF EVERYTHING RELATED TO BUSINESS**
- RETURNS FOR PAST THREE YEARS INCLUDING 2008, BUSINESS BANK STATEMENTS, ACCOUNTING RECORDS**
- INCOME STATEMENTS WITH LOSSES, PROFIT, REVENUE, FROM THE PAST YEAR (2008).**

I UNDERSTAND WITHOUT FULL DISCLOSURE OF MY ASSETS, LIABILITIES AND ABOVE AFOREMENTIONED INFORMATION THAT MY PETITION CAN NOT BE FILED. IF I OMIT AND OR PURPOSELY FAIL TO DISCLOSE INFORMATION ON MY PETITION, THAT I MAY SUFFER PENALTY UNDER THE LAW AND MY ATTORNEY WILL BE ABSOLVED OF ANY WRONG DOING FOR ANY FRAUD OR MISTAKES ON MY PART. I hereby ALSO acknowledge receipt of said CHECK LIST on behalf of my spouse, and promise to provide my spouse with either a copy of these notices or the opportunity to read and review the copy I received.

Date: _____

Client _____

Co-Client _____