

The Buckner Law Firm
1113 Odenton Rd
Odenton, MD 21113
(443) 351-2011
www.thebucknerfirm
lisa@thebucknerfirm.com

CHECKLIST OF REQUIRED DOCUMENTS FOR BANKRUPTCY

IF YOU OWN PROPERTY OR YOUR NAME IS ON ANY PROPERTY YOU NEED TO PROVIDE:

- _____ Home loan information showing pay off balance and monthly payment
- _____ Copies of titles to all mobile or modular homes

IF YOU RENT PROPERTY:

- _____ Copy of your lease agreement (if there is one)

IF YOU OWN A MOTOR VEHICLE OR YOUR NAME IS ON A MOTOR VEHICLE:

- _____ Copy of Title certificate (if car is paid off)
- _____ Copy of Vehicle purchase agreement or lease agreement (Chapter 13 only)
- _____ Car loan information showing the pay off balance and monthly payment

IF YOU ARE WORKING:

- _____ Pay stubs for the last 6 months of employment, plus the current month and remember to keep all pay stubs received in the future until the case is closed
- _____ Copies of the last 2 years of federal and state income tax returns. If you do not have your tax returns for the last 2 years you can contact the IRS and the State. (Last 3 years for Chapter 13)
- _____ If you are married, living together, and your spouse is not filing bankruptcy, your spouse's pay stubs for the past six months ending on the last day of the month before your case is filed.

IF YOU ARE RECEIVING SSD/SSI:

- _____ Yearly statement from Social Security for the last 2 years.
This can be requested from the Social Security Administration
- _____ If you do not file taxes, copy of the last tax return filed unless it is more than 20 years ago.
If you do not have your tax returns you can contact the IRS.

ALL DEBT INFORMATION:

- _____ Original bills from all creditors showing creditor name, address, amount due and account number (within the past 60 days). Include letters from creditors.

And/or

- _____ Recent (received within past 30 days) credit reports from all three credit reporting agencies.

FINANCIAL INSTITUTION INFORMATION:

- _____ Bank statements for the last 2 months for all checking, savings or credit union accounts
- _____ Plan statements for all 401K, IRA or other retirement accounts

OTHER:

- Copy of Divorce Judgment(s) (including property settlement) if divorced within the last year.
- Current statement of the cash value of any whole life insurance policy you own
- The Certificate of Completion of your credit counseling course. (see below)**

Once you have gathered all the above documents, please mail or deliver to the address above.

Please enclose this worksheet with your documents. And if a selection does not apply to you, write NA (not applicable) in the appropriate spot. Once we receive the documents, we will review them and if everything is complete as well as the questionnaire, we will prepare the papers and schedule a time for you to sign.

If you need a free credit report go to www.annualcreditreport.com

You can take the credit counseling course here: www.moneysharp.org or www.debtorcc.org. I am not affiliated with either company, they are simply inexpensive options.