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**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](http://www.annualcreditreport.com)

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