

DEBTOR NAME: _____ HOME/WORK PHONE _____ CASE # _____

PHYSICAL ADDRESS _____ EMAIL ADDRESS _____

www.phxbankruptcy.com

www.northernazbankruptcy.com

**FAILURE TO SEND THESE DOCUMENTS IN THEIR ENTIRETY COULD DELAY
YOUR DISCHARGE!**

**COMPLETE THE CHECKLIST AND AFFIDAVITS AND RETURN TO YOUR ATTORNEY WITH THE REQUIRED DOCUMENTS FOR
ELECTRONIC DELIVERY TO US**

*****INCLUDE COPIES OF YOUR SOCIAL SECURITY CARD AND DRIVER'S LICENSE*****

CERTIFIED MAIL AND EXPRESS DELIVERIES SHOULD BE SENT TO: 100 EASY STREET, SUITE #3350, CAREFREE, AZ 85377
U.S. POSTAL MAIL AND PAYMENTS SHOULD BE SENT TO P.O. BOX 3350, CAREFREE, AZ 85377
EMAIL TO: INFO@PHXBANKRUPTCY.COM

Preserve any/all assets and financial records and be prepared to produce them upon request. Do not dispose of, transfer or relocate any assets owned by you on the date of filing, without Trustee and Court approval. Debtors engaged in businesses are responsible for filing W-2 forms for their employees, 1099's, state sales tax reports, State and Federal withholding reports and tax returns.

INSTRUCTION LISTING

PAYSTUBS

Provide a copy of each wage earners wage receipt (stub) for the pay period that includes your filing/conversion date, and also for the pay period prior to that. Also include all employers' last pay stub for the prior year. On the copy for each wage earner, complete the following sentence: (*Debtor Name*) is paid on (*Day of Week* or *Date of Month*) for the (*Prior* or *Current*) pay period of (*1 week, 2 weeks, month, 1/2 month, or Other* _____).

BANK ACCOUNTS

Copies of COMPLETE bank account statements or transactional activity from the bank or internet (for ALL accounts, to include any pre-paid credit card or debit card accounts) for the three months prior to filing, ending with the statement that included your filing date.

Descriptions of debts or remittances of \$600 or more in total during 90 days prior to your bankruptcy filing, and to friends, relatives, business partners or any other person within one year (12 months) prior to your bankruptcy filing date.
Explanation for all non-payroll deposits of \$600 or more in the 90 days prior to your filing date.

TITLES

Copies of all motorized vehicle titles in your possession or in your name as of the date of your filing (including trailers, boats, jet skis, motorcycles, etc.). If you have a lien on a vehicle please provide a copy of your vehicle registration. If you are leasing a vehicle, you must forward to us a COPY of the executed lease agreement, along with the vehicle registration.
Please indicate the current mileage of each vehicle on its title/registration copy.

TAX RETURNS

All un-filed Federal and State tax returns must be prepared and filed with Federal and State taxing authorities immediately!

Copies of current year and prior year State and Federal income tax returns, or a copy of any extension request. (If none are to be filed, provide a statement explaining why.)

**DO NOT CASH ANY TAX REFUNDS RECEIVED AFTER YOUR
FILING/CONVERSION DATE.**

If you received and cashed your income tax refund check(s) within 60 days prior to filing, you **MUST** provide evidence of date received, receipts, and proof of the extraordinary items that were purchased.

In the next year, when you complete and file your tax returns for the current year, copies **MUST** be provided to us. If you are not required to file an income tax return, you must send us a statement to that effect, and if a wage earner, send copies of your last pay stub for the prior year and copies of any W-2's or 1099's received to validate your need not to file.

OTHER ISSUES:

1. Do either of you owe a Domestic or Child Support obligation to:
 - A. A former spouse for alimony, maintenance, or support? _____
 - B. Child support as agreed to or ordered by any agreement or divorce decree? _____

If yes, please provide us that information.

2. Are you due any funds from any partnership, limited liability companies, corporations or from any investments?

3. Is there any real estate in your name other than your declared homestead? If yes, please send a copy of the deed (this includes timeshare interests). _____

4. Have you sold or transferred title to any real property in the last year? _____. If so, you need to provide us with a) a copy of the HUD1 statement from the sale/transfer, b) copies of 1) deeds to all real estate owned except for that which you have declared as your homestead, 2) declaration page of your homeowner's insurance policies, and 3) the latest tax assessment for ALL real property to include your homestead and mortgage payoff statement for all mortgage companies.

5. Have you refinanced any property in the last year? _____. If so, provide copy of appraisal.

6. Provide copies of all IRA's, retirement annuities and pension statements for the six months prior to the date you filed bankruptcy. Also, enclose the amount you contributed to any pension plan, IRA, TSA, or qualified plan within the 120 days prior to you filing for bankruptcy.

7. Provide copies of all stock certificates, statements of stock owned from brokerage accounts, or bonds.

8. Copies of any trust agreements, option agreements, and notes receivable listed on Schedule B.

9. Provide a written explanation if any of the above requested documents are not provided.

10. If you have been divorced in the two years prior to your filing/conversion date, provide a copy of your divorce decree with any addendums which is to include Property Settlement Statement.

DEBTOR QUESTIONNAIRE:

Please fill out and return this questionnaire to the Trustee. The answers to these questions will speed the process of the 341(a) meeting of creditors.

Debtor Signature and Date

Co-Debtor Signature and Date

HAVE I:

Paystubs

- _____ Provided my paystub to include my filing date?
- _____ Provided my paystub for the end of the year prior to my filing date?
- _____ Made the proper notations on these paystubs?

Bank Accounts

- _____ Provided bank transactional lists (or my check register) for all checking, savings, and prepaid debit cards for the period starting 90 days before my filing date and including up to my filing date?
- _____ Provided copies of and an explanations for all non-payroll related deposits over \$600 and debits/remittances/checks over \$600 written/cleared the bank in the 90 days prior to my filing date?

Titles

- _____ Provided copies of all titles or registrations for all motorized vehicles?
- _____ Provided copies of all titles or registrations for all trailers, jet skis and boats?
- _____ Provided copies of all vehicle leases?

Taxes

- _____ Provided full copies of my prior year State and Federal tax returns as filed?
- _____ Provided full copies of my current year State and Federal tax returns as filed?
- _____ Provided the date I received my State and Federal tax refunds?
- _____ If refunds were received within 60 days of my filing date, have I provided evidence of the date they were received and receipts and proof of extraordinary items that were purchased?

Other

- _____ Provided any and all pertinent information from the "other issues" category?
- _____ Provided and returned Trustee's Questionnaire?
- _____ Received and read the Statement of Information the Trustee has provided to you in conformity with 11 USC §341(a)?

Debtor's Signature and Date

Co-Debtor's Signature and Date