

Bankruptcy Worksheet

Instructions

Please answer these questions carefully. The information you give us will be used to compile the schedules the Court requires to have your bankruptcy case approved. Your answers will determine what will be on your bankruptcy petition. Any errors, omissions or misrepresentations may seriously affect the discharge of your debts (meaning that you may need to pay them despite your having filed for bankruptcy). Discuss this with your attorney.

Where space permits, answer the questions on this questionnaire. However, do not let the size of the space available determine the extent of your response. If additional space is necessary, use a separate sheet or the back of this form, identifying by number and letter the question answered. A question asking for a date, or when something happened, can usually be answered with the month and year only. A question asking for an address must include the ZIP code, along with a complete street or post office box address.

There are many parts of the worksheet that will ask you to place a value on property that you own. Please use the following as a guideline for determining those values:

Personal Property & Household Goods: Use a value that is representative of what you could sell the item for in a quick sale. This is commonly referred to as the "garage sale price." Remember, it is not what the item is worth to you, but rather what that item would be worth to someone else. Cars should be valued by the N.A.D.A. Official Used Car Guide. If you cannot find this on the internet your attorney will look this up for you. If you look it up please bring a printed copy.

Real Property: When valuing real property (land and any structures built on it), indicate the appraised tax value from your yearly property tax statement or, alternatively, base the value upon what similar properties in your area are bringing. Discount the value (if not using your tax appraisal) for a "quick sale."

The instructions in this questionnaire should answer most of your questions. In addition, we have tried to eliminate "legalese" (or lawyer talk) by using clear and simple language. Where terms are used that we feel might be unfamiliar to you, we try to provide clear definitions. Nonetheless, if you find any questions unclear, please call, as accuracy at this stage is of utmost importance.

Remember, these questions *must* be answered fully and accurately. If you absolutely cannot remember, find out, or guess with reasonable accuracy, answer "Unknown." The effort you expend now will help determine how quickly your bankruptcy can be filed and how complete your discharge will be.

Documents Needed

Bring the following documents to my office when you come in to go over your completed worksheet. It is very important that you bring as many of these items with you as possible:

- ___1. Driver license and Social Security card
- ___2. All pay stubs for the last 60 days. (save all pay stubs until case is over)
- ___3. Complete statement of all sources of income and support received during the last seven months including the amounts and dates received. Also provide verification of these amounts.
- ___4. Tax returns for last two years
- ___5. Proof of Insurance (house AND vehicles). Provide the declarations page from the policy itself. The insurance card from your car is NOT sufficient.
- ___6. Current statements and bills from all creditors (Please bring the actual statements. The new law denies discharge of debt if the creditor is not notified at a certain address.)
- ___7. All legal documents pertaining to divorce, child support or any lawsuit or claim that is now pending or which has been finalized in the past 12 months.
- ___8. Copies of all life insurance policies.
- ___9. Credit report (either obtain your free copy or complete the application I provide – the cost will be \$50 for the one I order)
- ___10. All executory (on-going) contracts; for instance, leases, contracts for sale or deed, lease-purchase contracts, health club memberships, cell phone contracts, country club memberships, etc.
- ___11. Copy of each promissory note, Deed of Trust, property tax statement, and contract on any real estate you own or are buying. (maintain records of all payments, conversations with and correspondence to and from your mortgage company)
- ___12. Bank statements, check registers, savings books for the past 12 months. (If you keep bank account records on a program such as Quicken or Money bring a transaction report by category for the past 12 months.)
- ___13. A signed copy of IRS Form 8821 (Tax Information Authorization). This can be printed from my website.
- ___14. A signed copy of a Power of Attorney authorizing me to speak on your behalf to creditors etc. This can be printed from my website.