

## MEETING CHECKLIST

Please provide the following documents as quickly as possible in addition to a completed worksheet. These documents must be produced in order to prepare bankruptcy petition and schedules and may also be necessary to provide to the trustee in your case pursuant to the requirements of the Bankruptcy Code.

I expect my income to go up \_\_\_\_\_ go down \_\_\_\_\_ stay about the same \_\_\_\_\_ in the next 6 months.

### Documents Regarding Income:

- Paycheck stubs for the last 7 months, including most recent paycheck stubs.
- Papers showing commissions or bonuses received during last 7 months.
- Papers regarding any unemployment benefits received during last 7 months.
- Papers regarding any child support or spousal support received during last 7 months.
- Papers regarding any Social Security payments received by any member of your household who is contributing to household expenses in last 7 months, including an annual benefit statement.
- Papers regarding any bank interest income or stock dividend income received during last 7 months.
- Papers regarding any rental income from any house or land or other property you own and have received in last 7 months.
- A list of money contributed to your living expenses by other members of your household, including your non-filing spouse or significant other, during the last 7 months.
- Papers showing income you have received from business during last 7 months.

### Documents Regarding Deductions from Your Income:

- Papers regarding retirement plan contributions you have made during last 7 months.
- Papers regarding any retirement plan loan owed.
- Papers regarding any insurance being paid from your paycheck.
- Papers showing any other deduction from your paycheck.
- From your payroll department at work, get copies of any wage garnishment orders or voluntary automatic deductions from your paychecks.
- Any court orders setting child support or spousal support amounts that you should be paying, including all orders setting regular ongoing deduction amounts and all orders setting payments for past due payments.
- If you have your own business, a complete listing of all your monthly business expenses, including a year-to-date or recent monthly Profit & Loss Statement, if possible.

### Regarding Your Finances:

- Monthly statements for all bank, credit union, investment, and other similar accounts for last 7 months.
- A recent credit bureau report. **You may obtain a free credit report by calling Annual Credit Report.Com at 1-877-322-8228. WE DO NOT OBTAIN CREDIT REPORTS.**
- A complete list of all your addresses for last 3 years.

- Tax returns (both federal and state) for last 2 years including all W-2's, 1099's, etc.  
**If you do not have copies of your tax returns, you may obtain official transcripts by calling the IRS at 1-800-829-1040, and the State of Ohio at 1-800-282-1780.**
- Papers regarding any real property you now own or have owned within the last 10 years, including :
  - a. Information on refinancing within last 5 years and current mortgage billing statements.
  - b. Transfers of ownership of any property within last 10 years and deeds on all properties currently owned.
- Papers regarding all other real property (such as time shares, etc.).
- Papers regarding all other personal property you own. (Vehicle titles, cash value life insurance, etc.).
- Interest or possible interest in a trust or probate estate - provide all documents regarding the property and interest.
- All bills, statements, receipts for any normal living expenses incurred during last 7 months: utility bills, food or clothing receipts or bills, insurance bills, etc.
- All statements, bills, notices, and letters received in the last 3 months regarding your debts - credit cards, medical bills, lawsuits, personal loans, car loans, furniture loans, jewelry loans, etc.
- Proof of insurance for all vehicles and real property.
- Most recent statements from IRA's and other retirement plans.
- List all payments made within the last 3 months to any single creditor which has received a total of \$600 or more during that period.
- Court summons or any litigation related documents.

If you have any questions about the request for information, please feel free to send me an e-mail at [jmoennich@wickenslaw.com](mailto:jmoennich@wickenslaw.com), or to call me at 440-695-8000 (e-mail is usually the fastest way to reach me).

If you have not filed a bankruptcy before, this request for information can be overwhelming, and if you have filed bankruptcy before, this request for information is likely different than your prior filing. The Bankruptcy Code was revised in 2005, and the end result is that attorneys are required to review more information than ever in order to properly complete a petition.

Thank you for considering using my Firm for your legal needs.

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