



352 South Sporting Hill Road
Mechanicsburg, PA 17050
(717) 737-2033

Bankruptcy Checklist

1. FEDERAL INCOME TAX RETURNS

- This year and last year's Federal Income Tax returns

2. WAGES, CHILD SUPPORT/ALIMONY, SNAP, SOCIAL SECURITY & PENSIONS

- Please bring/email your most recent paystub including paystubs for two (2) months prior.
- If you are self-employed, please bring a profit & loss statement for the past six months
- Child Support/Alimony:** Please bring your court order and/or provide your PACSES number.
- Supplemental Nutrition Assistance Program:** Please provide your DHS award statement.
- Pension/Social Security Benefits:** If you and/or your Spouse receives Social Security benefits and/or a Pension. Please bring or email your annual award statement(s) and/or a bank statement that shows proof of income.
- If you are married, even if you are not filing jointly, you must supply the same information regarding your spouse.

3. BILLS, LAW SUITS & CREDIT REPORT(S)

- Monthly statements for credit cards, store card as well as medical bills.
- Civil Suits, Landlord/Tenant judgments etc.
- Visit www.annualcreditreport.com to retrieve a copy of your most recent credit report. We prefer the Transunion account. There is no reason to select all three reports. If you save this document as a PDF, you can email it directly to us.

If you do not have access to a computer, we will be happy to assist you in the office on the day of your appointment.

4. CREDIT COUNSELING

- Everyone who considers filing for bankruptcy must undergo credit counseling before the Courts will allow the Petition to be processed. To expedite this process, begin your session today!
- Visit <http://www.accessbk.org> or call (800) 210-0522 24hrs/7 days a week to complete a pre-counseling course. The cost is \$14.95. Please use attorney code 97BF8TF so we may receive a copy. Certificates are valid for 6 months so please consider doing this as soon as possible.