

BANKRUPTCY FILING CLIENT CHECKLIST

Please provide as much of the following information as you can. If you have questions, please feel free to call me.

1. Your full name, address and social security number.
2. The number of people living in your home and your relationship to them.
3. A credit report. If you have already obtained one recently, please provide me with a copy. If you don't already have one, I will work with you to get one.
4. *If you filed taxes in 2017, Complete* copy of your 2016 federal tax return including your W2's. If not, please let me know why.
5. *If you filed taxes in 2016, Complete* copy of your 2016 federal tax return including your W2's. If not, please let me know why.
6. *If you filed taxes in 2015, Complete* copy of your 2015 federal tax return including your W2's. If not, please let me know why.
7. If you are employed Pay stubs for the last 60 days.
8. If you received any government benefits, such as Unemployment Benefits, Tanf, Food Stamps, Social Security, SSI, etc, or Pension benefits, please get me a copy of your award letters for 2015, 2016, and 2017.
9. Any information you have on money you may owe on automobile loans, pawn tickets, pay day loans, etc.
10. Information on any life insurance policy, annuity, 401k, 403b, etc which has a cash value
11. Information on Student Loans
12. A complete description of an automobile(s) you may currently own **OR** that has been repossessed for example: 2000 Chevrolet Tracker hardtop, VIN #, 4-door, 4-wheel drive, 2.0-liter engine, and the current mileage of the car
13. A complete inventory of all of your assets. This would include
 - a. fairly detailed list of your household goods (furniture, electronics, clothing, jewelry, kitchen stuff, etc. Along with this please provide your best guess as to the yard sale value of your household goods.
 - b. Any real estate you may own or have an interest in, including any homes you may own
 - c. All bank accounts, credit union accounts, etc you maintain, including the name of the institution, the type of account, and the amount of money in each account.
 - d. Any Security Deposits you may have with your Landlord or utility companies
 - e. A household budget of estimated monthly expenses.
14. If you have closed a bank account within the past year, we must have the name of the bank, the complete branch address, the account number, date the account was open, and the date the account was closed. Same for a Safe Deposit Box.
15. A list of all the addresses you have lived at for the past 3 years and the dates you lived there.
16. Credit counseling Certificate

Paul E. Kauffmann, Attorney at Law
233 12th Street, Ste. 725
Columbus, Ga 31901
(706)221-7507

(706)566-3434

www.paulkauffmannlaw.com