



THE TANCREDO

LAW FIRM, P.A.

CLIENT

TELEPHONE: (813) 659-3612

Items required prior to Bankruptcy Petition being signed and filed with the Court

Note: All of the required information must be accurate as of the date of filing. If you delay your filing you must accumulate the additional documents so that all information is accurate as of the date of filing as set forth below.

	S	Date Requested	Dated Received	Item/Document
1				Color Copy of Photo Identification for Debtor and Co-debtor
2				Copy of Social Security Cards of Debtor and Co-Debtor
3				Support Obligation Documents for child support or Alimony (clerk's print out suggested if applicable).
4				Paycheck stubs for both debtor and co-debtor for the last six (6) months including most recent pay-stub
5				Papers regarding any retirement benefits received during the last six (6) months
6				Papers regarding any rental income received in the past six (6) months
7				Evidence of any unemployment benefits received in the past six (6) months.
8				Last three (3) months of bank statements all accounts all pages
9				Papers regarding any interest or dividend income
10				Documents regarding any retirement loan currently owed
11				A listing of money contributed to your living expenses by other members of your household, including your spouse if he/she is not filing the bankruptcy with you
12				The Debtor and Co-Debtor's last two (2) years of tax returns
13				A list of all debts which you owe and wish to discharge. See Attached Worksheet.
14				Credit Counseling Certificate of Debtor and Co-Debtor. NOTE: This certificate must be dated at least 24 hours prior to the filing of the Petition.
15		This will need to be completed after your case has been filed		Evidence debtor completed debtor education course. Must be filed to receive discharge – NOTE: This course is taken after you filed your case and we require that the certificate be furnished to our office no later than thirty (30) days after your 341 Meeting of Creditors.
16				Current payoff amounts for all secured assets (cars, motorcycles, motor home, residence/mortgage, etc.)
17				Copies of all lawsuit documentation
18				Documents evidencing any monies you are owed
19				A list of address for the past three (3) years (If applicable)

20				If you own a business, a complete listing of all your monthly business expenses, including a year-to-date or recent monthly Profit and Loss Statement for you business, if possible
21				Education individual retirement account or tuition program documentation.
22				Evidence of insurance covering all leased and personal property securing loans, including residence (required to be provided within 60 days of filing, required by office prior to filing. (Chapter 13 Case))
23				Copies of vehicle titles and/or registrations (if in your possession)
24				Detailed list of your personal property. See Worksheet Attached.
25				Most recent Retirement Account statement (If applicable)
26				Most whole life insurance policy statements (If applicable)
27				Creditor Harassment worksheet
28				CIN authorization form signed
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30				
31				

NOTE: Each of the documents marked above is essential to the preparation and completion of your case. If you are unable to obtain the documents, please contact our office so that we can assist you in obtaining the information. Many of the new procedures that are required and documents that must be collected will never be reviewed by the creditors, and it is our opinion that they were added to the new bankruptcy code to discourage you from filing for relief. Please have patience and we will work through this process together to achieve our goal.

Attorney Fees: see retainer agreement **Court Costs:** \$335.00 (Chapter 7), \$310.00 (Chapter 13) – Please refer to contract for full details regarding fees and costs

NOTE: As detailed in our client information sheet, your federal income tax return filed prior to, during or after the filing of your bankruptcy is an asset of the bankruptcy estate and any monies received from the IRS may have to be turned over to the Trustee.

NOTE: You will not be set for an appointment to sign your Petition until your retainer is paid in full, your filing fee has been deposited into our trust account and all of your required documents have been returned to our office and all required worksheets are completed.



Additionally as detailed above you are required to take two (2) courses per debtor, one prior to filing and one after filing. At this time the courses are averaging forty dollars 00/100 (\$40.00) per person or per couple, for both courses when taken online or sixty dollars 00/100 (\$60.00) when taken over the telephone. Please inquire directly with the course providers for any details on discounts. The Attorney Code for GreenPath is: Tancredo. The suggested course is GreenPath who can be reached at www.greenpathbk.com or

(866) 332-8435