

## Bankruptcy Check List

Documents to provide:

\_\_\_\_\_ Credit Counseling Certificate

\_\_\_\_\_ Six months of paystubs/ pay advices (needed to calculate the income based means test - determines whether you are eligible to file a Chapter 7)

\_\_\_\_\_ List of all personal assets (i.e. Household items, furniture, jewelry, vehicles and etc.)

\_\_\_\_\_ List of all Real Estate you own (i.e. Home, land, condo, property)

\_\_\_\_\_ List of all debts owed with amounts and creditor addresses (substantiated with copies of bills if possible)

\_\_\_\_\_ Copy of your driver's license

\_\_\_\_\_ Copy of your social security card

\_\_\_\_\_ Copy of any recent domestic order, support order or divorce decree

\_\_\_\_\_ Copies of the last 3 months statements for any and all checking, savings, or credit union accounts you have or had at any financial institution for the last 3 months

\_\_\_\_\_ Copies of any and all brokerage account statements for the last 6 months (i.e. IRA, 401K, Pension, Profit Sharing, Mutual Funds, Stocks, Bonds, etc.)

\_\_\_\_\_ Copies of all loan agreements with any creditor that has a lien on your home, a car or boat, or any household furniture and appliances.

\_\_\_\_\_ Copies of all titles to vehicles, boats, motors, manufactured homes, motor homes, 5th wheels, etc.

\_\_\_\_\_ Copy of deed to home.

\_\_\_\_\_ Last 2 Years of: Federal & State Tax Return and W-2's

\_\_\_\_\_ Copy of any Summons, Lawsuits, Judgments, Judicial liens, Garnishments

\_\_\_\_\_ Additional Information requested: \_\_\_\_\_

If you have owned a business in the last 6 years provide the following;

1. Copies of the last three years tax returns for the business if not included on the individual tax return.
2. Copies of any sales tax permits.
3. Copies of any letters from the IRS or state taxing authority related to taxes owed and unpaid.
4. List of all inventory the business has in its possession
5. Accounts receivable list
6. Profit & Loss Statement for past 6 months

**WARNING: Do not keep any money in any bank account with a bank you owe money. If you owe your bank money you must close the account and open an account with a bank you do not owe any money.**

Provided by:  
Shook & Johnson, P.L.L.C.  
7420 S. Yale Ave.  
Tulsa, OK 74136  
(918) 293-1122 Telephone  
(918) 293-1133 Facsimile

# ASSETS (property you own)

Type of property:  Real Estate (real property)  Other (personal property)

Schedule B (personal property) category: (refer to column on right) \_\_\_\_\_

Description and location of property: (if real estate, please provide the legal description)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Ownership:  Single Individual [n/a]  Husband  Wife  Joint  Community

Market Value: \$ \_\_\_\_\_

Date Purchased: \_\_\_\_\_

If real estate, state your interest: \_\_\_\_\_

If you still owe money on this property, list to whom:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

Your attorney will complete the following:

Exemption Statute: \_\_\_\_\_ Amount: \_\_\_\_\_

Exemption Statute: \_\_\_\_\_ Amount: \_\_\_\_\_

Exemption Statute: \_\_\_\_\_ Amount: \_\_\_\_\_

## Notes

*If you are unsure about an answer leave it blank!*

### Personal Property Categories:

1. Cash on hand
2. Deposits of money
3. Security deposits
4. Household goods, supplies, and furnishings
5. Books, pictures, art objects; stamp, coin, and other collections
6. Wearing apparel
7. Jewelry
8. Firearms, sports equipment and other hobby equipment
9. Interests in insurance policies
10. Annuities
11. Interests in an education IRA
12. Pension or profit-sharing plans
13. Stock interest in incorporated and unincorporated companies
14. Interests in partnerships
15. Government and corporate bonds and other negotiable and non-negotiable instruments
16. Accounts receivable
17. Alimony, or family support
18. Other liquidated debts owing debtor, including tax refunds
19. Equitable and future interests, life estates and rights or powers
20. Contingent and non-contingent claims
21. Other contingent and unliquidated claims
22. Patents, copyrights and other intellectual property
23. Licenses, franchises and other general intangibles
24. Customer lists or other compilations containing personally identifiable information
25. Automobiles, trucks, trailer and other vehicles
26. Boats, motors and accessories
27. Aircraft and accessories
28. Office equipment, furnishings and supplies
29. Machinery, fixtures, equipment and supplies
30. Inventory
31. Livestock, poultry and other animals
32. Crops
33. Farming equipment and implements
34. Farm supplies, chemicals and feed
35. Other personal property

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\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Ownership:  Single Individual [n/a]  Husband  Wife  Joint  Community

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\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Ownership:  Single Individual [n/a]  Husband  Wife  Joint  Community

Market Value: \$ \_\_\_\_\_

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If real estate, state your interest: \_\_\_\_\_

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# EXPENDITURES

Rent / home mortgage payment (include lot rented for mobile home) \$ \_\_\_\_\_

Are real estate taxes included?  Yes  No

Is property insurance included?  Yes  No

Utilities:

Electricity and heating fuel ..... \$ \_\_\_\_\_

Water and sewer ..... \$ \_\_\_\_\_

Telephone ..... \$ \_\_\_\_\_

Other: \_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

Home maintenance (repairs and upkeep) ..... \$ \_\_\_\_\_

Food ..... \$ \_\_\_\_\_

Clothing ..... \$ \_\_\_\_\_

Laundry and dry cleaning ..... \$ \_\_\_\_\_

Medical and dental expenses ..... \$ \_\_\_\_\_

Transportation (not including car payments) ..... \$ \_\_\_\_\_

Recreation, clubs and entertainment, newspapers, magazines, etc ... \$ \_\_\_\_\_

Charitable contributions ..... \$ \_\_\_\_\_

Insurance (not deducted from wages or included in home mortgage)

Homeowner's or renter's ..... \$ \_\_\_\_\_

Life ..... \$ \_\_\_\_\_

Health ..... \$ \_\_\_\_\_

Auto ..... \$ \_\_\_\_\_

Other: \_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

Taxes (not deducted from wages or included in home mortgage payments)

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

Installment payments (if a Chapter 13, do not list payments that will be included in the plan)

Auto ..... \$ \_\_\_\_\_

Other: \_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

Alimony, maintenance, and support paid to others ..... \$ \_\_\_\_\_

Payments for support of additional dependents not living at home .. \$ \_\_\_\_\_

Regular expenses from operation of business, profession, or farm ... \$ \_\_\_\_\_

Other: \_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

*If you are unsure about an answer leave it blank!*

*Enter your average monthly expenses. Prorate any payments made bi-weekly, semi-monthly, quarterly, semi-annually, or annually to show monthly rate.*

*If a joint petition is filed and your spouse maintains a separate household, complete another copy of this form and label it "spouse"*

## Notes

*Describe any increase or decrease in expenditures reasonably anticipated to occur within the next year.*

## CLIENT ACKNOWLEDGMENT

I have read the above instructions and requests for information and understand that I must provide **complete** and **accurate** information. I have provided information on all debts that I owe, or may owe, on the attached creditor lists. **Additionally I understand that I will be signing my bankruptcy papers under penalty of perjury. I understand and agree to provide complete Information about my debts, assets, income, expenses, and financial activity. I understand that failure to provide complete and accurate information may subject me to criminal prosecution which carries penalties of up to five years in prison and a \$500,000.00 fine.**

Dated: \_\_\_\_\_

\_\_\_\_\_  
Client

Dated: \_\_\_\_\_

\_\_\_\_\_  
Client

## LIST OF CREDITORS

You must provide complete information on **EVERY** creditor that you have. This includes debts that you intend to keep, debts that are being paid by other people, debts that you dispute you owe, tax debts, student loans, debts to former spouses, credit card debts, auto loans, "payday" loans, home loans, finance company loans, debts to family members or friends, 401K loans, or debts to employers, past due utility bills, etc....**DO NOT LEAVE ANY DEBT OFF THE FOLLOWING LIST.**

**FOR ANY AND ALL CREDIT CARD DEBT YOU MUST PROVIDE THE ADDRESS THAT IS LISTED ON YOUR MOST RECENT STATEMENT.**

An example is provided at the beginning of the list. It is important that each blank be filled in with the information requested, or "Not applicable" or "None" should be inserted. In some instances you will need to call a creditor to obtain the information requested. Do this **before** you come in for your interview. If you have questions about how to fill out the creditor list or any other questions about this form, do not hesitate to call us.